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ELECTIONS COMMISSION
City and County of San Francisco

Gerard Gleason, President
Jill Rowe, Vice President
Richard P. Matthews
Catalina Ruiz-Healy
Rosabella Safont
Arnold Townsend
Winnie Yu



John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting

Wednesday, January 16, 2013
6:00 p.m.

City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

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Order of Business

1. Call to Order & Roll Call

2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.

3. Approval of Minutes from previous meetings.

Discussion and possible action to approve the Minutes of the December 19, 2012 Elections Commission Meeting. (attachment: December 19, 2012 draft minutes)

4. Director's Report

- Division Updates

Budget/Personnel	Technology Division
Campaign Services	Voter Services
Outreach	
Publications	
Poll Worker Division	

5. Commissioners' Reports

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

NEW BUSINESS

6. **PUBLIC EMPLOYEE APPOINTMENT/HIRING: DIRECTOR OF ELECTIONS [Discussion and Possible Action.]** (Attachments: Current Version of Civil Service Rule 114, Article IX; December 29, 2003, memo re Amendments to Civil Service Rule 114; July 1, 2005 memo re Powers and Duties of the San Francisco Elections Commission.)

The Director of Elections' current five-year term expires at 12:00 am on May 21, 2013. The Charter requires that the Commission appoint a Director for the next term at least 30 days before the expiration of the current term. S.F. Charter § 13.104.

At this meeting, the Commission may decide either to appoint the incumbent Director to an additional five-year term or to engage in a competitive selection process, in which the incumbent Director may participate. Portions of the meeting may be held in closed session pursuant to Government Code § 54957(b) and San Francisco Administrative Code § 67.10(b).

A. Public comment on all matters pertaining to Agenda Item 6, including any comment pertaining to the Director of Elections' selection/appointment or whether to meet in closed session.

B. Vote on whether to meet in closed session. [Action]

C. Discussion and possible action to appoint the incumbent Director of Elections to an additional five-year term (in open or closed session, per the Commission's vote). [Discussion and Possible Action]

D. If closed session is held, reconvene in open session.

(1) Report action taken in closed session as specified in California Government Code §54957.1(a)(5) and San Francisco Administrative Code §67.12(b)(4).

(2) Vote whether to disclose any or all closed session discussions. [Action]

E. Discussion and possible action regarding next steps in the Director of Elections selection/appointment process.

7. **Discussion and possible action to approach California Secretary of State regarding the problems with citizens attempting to register to vote when transacting business with the California Department of Motor Vehicles.**

ANNUAL BUSINESS

8. **Discussion and possible action to elect Officers of the San Francisco Elections Commission.**

The process shall be as follows: The current president will open nominations first for the office of president of the Elections Commission. When there are no further nominations, the president will close nominations. Public comment will then be sought. At the conclusion of public comment, there will be a roll call vote of all commissioners during which each commissioner shall say the name of a

nominee for whom he or she wishes to vote. Any nominee receiving four votes shall be elected president. The same process will then be followed for the office of vice president. The terms of office for the new officers begin immediately at the conclusion of tonight's meeting. (Elec. Comm. Bylaws, Art. V, Sec. 1(B).)

9. Announcements

10. Discussion and possible action regarding items for future agendas.

Adjournment

There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

Cell phones, pagers and similar sound-producing electronic devices: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Disability Access: The Elections Commission meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in a meeting, please contact the Department of Elections at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Late requests will be honored, if possible. Services available on request include the following: American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes. Please contact the Department of Elections at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for a disability-related modification or accommodation.

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco

Administrative Code): Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. **FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO CA 94102-4689; PHONE: (415) 554-7724; FAX: (415) 554-7854; E-MAIL: SOTF@SFGOV.ORG.**

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

Lobbyist Registration and Reporting Requirements: Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; and website: www.sfgov.org/ethics.

Civil Service Commission Rule 114, Article IX

(current as of 1/8/2013, available at: <http://www.sfgov3.org/index.aspx?page=300>)

Rule 114: Appointments

Article IX: Director of Elections

Applicability: Article IX, Rule 114, shall apply to the Director of Elections as provided for in Charter Section 13.104.

Sec. 114.46 Purpose

The purpose of Article IX, Rule 114, shall be to reflect the authority of the Civil Service Commission and the Elections Commission as well as the employment rights of the Director of Elections as set forth in Section 13.104 and Article X of the Charter of the City and County of San Francisco. A Rule on the position of Director of Elections is in order because of the unique nature of the position under the Charter.

Sec. 114.47 Requirement for a Personnel Requisition and Job Announcement

114.47.1 Whenever the position of Director of Elections is to be filled, the Elections Commission shall issue a personnel requisition in the prescribed format noting that appointment to the position shall be in accordance with Charter Section 13.104 and Civil Service Commission Rule 114, Article IX.

114.47.2 The Department of Human Resources shall issue a job announcement which shall be posted for a minimum of ten (10) days and shall include a position description, qualifications, dates applications will be accepted, relevant provisions in Charter Section 13.104 and other relevant job-related information.

Sec. 114.48 List of Qualified Applicants

114.48.1 The names of the candidates who meet the requirements of the job announcement shall be placed on the list of qualified applicants in the order of their scores. There must be a minimum of three (3) qualified applicants available for selection. Approval of the Civil Service Commission shall be required to proceed should there be fewer than three (3) qualified applicants.

114.48.2 Should the Director of Elections position become vacant within twenty-four (24) months of appointment, the Elections Commission may elect to appoint a successor from the current list of qualified applicants provided a minimum of three (3) persons remain available on the list, except that approval to appoint from this list may be obtained from the Civil Service Commission should there be fewer than three (3) persons available.

Sec. 114.49 Selection of the Director of Elections

114.49.1 In accordance with Charter Section 13.104, no less than thirty (30) days before the expiration of the Director's term, the Elections Commission shall select a Director for the next term. The appointment shall be effective in accordance with Rule 114.51- Appointment Date.

114.49.2 Selection of the Director of Elections from the list of qualified applicants shall be based on merit and fitness without regard to relationship, race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition or other non-merit factors or otherwise prohibited nepotism or favoritism.

114.49.3 The Elections Commission shall establish a non-discriminatory selection process which may include scheduling each interested person from the list of qualified applicants for interview, conducting interviews by a diverse panel, asking job-related questions, and maintaining documentation of selection criteria.

114.49.4 The Elections Commission shall utilize appropriate job-related, non-discriminatory screening devices which may include but not be limited to resumes, updated applications, skills checklists, writing exercises, work samples, and performance reviews.

114.49.5 The Elections Commission shall notify the persons on the list of qualified applicants of the available position and selection process. The Notice shall include a minimum response period of five (5) business days and ten (10) business days in the event supplemental information is required.

Sec. 114.50 Appointment of the Director of Elections

114.50.1 Appointment to the position of Director of Elections shall be made pursuant exclusively to the provisions of Charter Section 13.104 and Civil Service Commission Rule 114, Article IX. Civil Service Commission Rules covering a civil service employee in another position in the same or different class, including but not limited to those Rules on Status and Layoff, shall not apply to appointment to the position of Director of Elections. Thus, by way of example but not limitation, a permanent civil service employee with greater seniority shall not have the right or preference for appointment to a vacant Director of Elections position nor the right to displace the incumbent Director of Elections with less seniority.

114.50.2 The Director of Elections shall be appointed permanent civil service by the Elections Commission from a list of qualified applicants for a term of five (5) years. The term shall commence upon the appointment date of the person selected.

114.50.3 The record of appointment shall be on the prescribed form noting that the appointment has been made in accordance with Charter Section 13.104 and Civil Service Commission Rule 114, Article IX.

114.50.4 Pending the appointment of the Director of Elections, the Elections Commission may make a temporary out-of-class assignment or a provisional appointment. Temporary out-of-class assignment or provisional appointment shall not be made to bypass the established selection procedures provided in this Rule. Temporary out-of-class assignment or provisional appointment may be approved while an appointment through the regularly established procedures is pending and shall be limited to ninety (90) days. Any extension beyond the ninety (90) days must be approved by the Civil Service Commission in increments of no more than sixty (60) days apiece. The selection procedures provided in this Rule shall be effectuated expeditiously.

Sec. 114.51 Appointment Date

114.51.1 In accordance with Charter Section 13.104, no less than thirty (30) days before the expiration of the Director of Election's five (5)-year term, the Elections Commission shall appoint a Director of Elections for the next term. In this circumstance, the appointment date shall be the date on which the person starts work in a permanent civil service capacity as Director of Elections, which date may be no sooner than the first day following the last day of the term that is coming to an end.

114.51.2 Except as stated in Rule 114.51.4, if an appointment of the Director of Elections is made in some circumstance other than the impending completion of a Director of Election's five

(5)-year term, the appointment date shall be the date on which the person starts work in a permanent civil service capacity as Director of Elections.

114.51.3 The Elections Commission and the Department of Human Resources shall expedite the appointment processing necessary to effectuate the appointment of the Director of Elections.

114.51.4 For the Director of Elections who is in office as of November 3, 2003, the appointment date shall be the date on which the Elections Commission acted to select the person to be Director of Elections in a permanent civil service capacity.

Sec. 114.52 Probationary Period

114.52.1 The final phase of the selection process shall include a probationary period that conforms to the requirements of Rule 117 – Probationary Period, except that Rules on the Voluntary Resumption of the Probationary Period (Rule 117.8) shall not apply. The Elections Commission may release the Director of Elections at anytime during the probationary period. The decision of the Elections Commission to release the Director of Elections during the probationary period shall be final.

114.52.2 In accordance with Rule 114.53.4, appointment of the incumbent to a new term shall not require a new probationary period.

Sec. 114.53 Renewal of Term

114.53.1 In accordance with Charter Section 13.104, no less than thirty (30) days before the expiration of the Director's term, the Elections Commission shall select a Director for the next term. The Elections Commission may appoint the incumbent Director of Elections for an additional five (5)-year term.

114.53.2 The Elections Commission may in its discretion renew the incumbent's term, without engaging in the competitive selection process specified in this Rule.

114.53.3 In the alternative, the Elections Commission may in its discretion again engage in the competitive selection process specified in this Rule, and renew the incumbent's term in the event the incumbent successfully competes in the process.

114.53.4 In accordance with Rule 114.52.2, renewal of the incumbent's term shall not require a new probationary period.

Sec. 114.54 Employment Rights

114.54.1 Notwithstanding the designation of the Director of Elections as a permanent civil service appointment, and notwithstanding the rights that normally accompany such a designation, upon the end of the Director's term as defined in Rule 114.58.1, there shall be no accrued right to return to the position or receive special consideration for or claim to the position. Thus, a former Director has no special claim to return to the position or right to receive special consideration for the position. This provision shall not preclude a former Director from applying for the position or preclude consideration of experience as Director in evaluating candidates for the position.

114.54.2 Except as stated herein, this Rule 114, Article IX is not intended to interfere with the ongoing relationship between the Elections Commission and the Director of Elections or undermine the independence of the Elections Commission as established by the City Charter. Except as stated herein, if the application of a Civil Service Commission Rule to the Director

would seriously undermine the authority of the Elections Commission over the Director, that Rule shall not apply. By way of example but not limitation, notwithstanding the designation of the Director of Elections as a permanent civil service appointment, for purposes of Rule 120 (Leaves of Absence), the Director shall have only those leave rights customarily afforded department heads.

114.54.3 The Director of Elections is both an officer and employee and shall be subject to those provisions in Rule 118 (Conflict of Interest) governing officers or employees. Further, the Director shall be subject to the provisions of Rule 118.2 governing part-time employment. However, in the case of the Director, the powers vested in the Human Resources Director under Rule 118.2 shall be vested exclusively in the Elections Commission, with no power of appeal to the Human Resources Director or the Civil Service Commission.

114.54.4 This Rule 114, Article IX shall not abrogate those employment rights customarily afforded by federal, state, and local law to department heads.

Sec. 114.55 Release from Term Appointment

Should the Elections Commission decide not to renew the incumbent's term, the Director of Elections shall be released. The decision of the Elections Commission to renew or not renew the term appointment shall be final.

Sec. 114.56 Removal for Cause

114.56.1 In accordance with Charter Section 13.104, following the successful completion of the probationary period and during the term appointment, the Elections Commission may remove the Director of Elections for cause upon written charges and following a hearing. The Elections Commission shall present the written charges to the Director of Elections no less than thirty (30) days before the scheduled hearing. The hearing shall be held not less than thirty (30) days after notice of charges, unless the Director of Elections requests an earlier hearing date and the Elections Commission agrees to the request.

114.56.2 The hearing shall be held no later than forty-five (45) days after notice of charges unless the Director of Elections and the Elections Commission agree to an extension, or in the absence of mutual agreement, either party seeks and obtains the approval of the Civil Service Commission for an extension. The Elections Commission shall render its decision no later than ten (10) days following the conclusion of the hearing.

114.56.3 Pending a hearing and decision of the Elections Commission to remove the Director of Elections for conduct involving misappropriation of public funds or property, misuse or destruction of public property, drug addiction or habitual intemperance, mistreatment of persons, immorality, acts which would constitute a felony or misdemeanor involving moral turpitude, or acts which present an immediate danger to the public health and safety, the Elections Commission may place the Director of Elections on unpaid administrative leave. Pending the hearing and decision of the Elections Commission on the removal of the Director of Elections, the Elections Commission may make a temporary out-of-class assignment or provisional appointment.

114.56.4 For removal on charges other than those listed in Section 114.56.3, the incumbent shall continue to occupy the position of Director of Elections until the completion of the hearing and decision by the Elections Commission.

Sec. 114.57 Appeal to the Civil Service Commission following Removal for Cause

114.57.1 In the event of removal for cause as set forth in this Rule and Charter Section 13.104, the Director of Elections shall have the right of appeal to the Civil Service Commission.

114.57.2 A notice of termination from the Elections Commission to the Director of Elections detailing the specific reason(s) for the termination, shall serve as official notice of such termination.

114.57.3 The notice of termination must include the following information:

- 1) The Director of Elections has the right to a hearing before the Civil Service Commission provided that a request for hearing is made in writing and is received by the Executive Officer within twenty (20) calendar days from the date of removal from the term appointment or from the date of mailing of the Notice of Termination whichever is later. In the event the 20th day falls on a non-business day, the deadline shall be extended to the close of business on the first (1st) business day following the 20th day.
- 2) The stated reason(s) for the termination must be enumerated. Records of warnings, reprimands and previous suspensions, if applicable, must be attached.
- 3) Recommendation by the Elections Commission on future employment restrictions.

114.57.4 Upon receipt of an appeal in the Civil Service Commission office, the Executive Officer shall place the matter on the next Regular or Special meeting agenda consistent with applicable public meeting laws to determine time frames for hearing the appeal.

114.57.5 The hearing of the appeal must be scheduled no later than sixty (60) days from the date of receipt of the appeal. Extension beyond sixty (60) days shall be at the discretion of the Civil Service Commission, based on such factors as whether the appellant and the Elections Commission have agreed to the extension; whether an extension is consistent with the purposes underlying Charter Section 13.104 and related Charter provisions; and whether an extension would serve the interests of justice.

114.57.6 Unless the appeal clearly and expressly states otherwise, it shall be treated by the Civil Service Commission as an appeal of both the decision of the Elections Commission to remove the Director of Elections and the recommendation of the Elections Commission on future employment restrictions.

If the appeal is clearly and expressly limited to only the recommendation of the Elections Commission as to future employment restrictions, the Civil Service Commission shall take one or more of the following actions:

- 1) Cancel any current examination and eligibility status;
- 2) Restrict future employment as it deems appropriate;
- 3) Return the person to the permanent civil service classification immediately held prior to acceptance of the position of Director of Elections. If necessary, layoff in the affected classes shall follow.

114.57.7 In accordance with Charter Section 13.104, on appeal of the decision of the Elections Commission to remove the Director of Elections, the Civil Service Commission shall be limited to consideration of the record before the Elections Commission; however, the Civil Service Commission may independently evaluate and weigh evidence and may in its discretion consider evidence proffered to the Elections Commission that the Elections Commission excluded and may in its discretion exclude evidence that the Elections Commission considered. In its discretion, and depending on the facts of a particular case, the Civil Service Commission may consider the presence or absence of contemporaneous documentation by the Elections Commission of facts supporting the removal for cause, and/or the presence or absence of

documentation of such facts in a regular performance appraisal of the Director, as probative of the validity of the removal for cause.

114.57.8 With respect to the decision of the Elections Commission to remove the Director of Elections, the Civil Service Commission shall either:

- 1) Grant the appeal, vacate the decision of the Elections Commission, and order immediate reinstatement of the person to the position of Director of Elections. In reinstating the person, the Civil Service Commission may order payment of salary to the person for the period of the removal; or.
 - 2) Deny the appeal, uphold the decision of the Elections Commission, and declare the person dismissed from the position of Director of Elections. In denying the appeal, the Civil Service Commission may return the person to the permanent civil service classification immediately held prior to acceptance of the position of Director of Elections. If necessary, layoff in the affected classes shall follow.
- a) If the Civil Service Commission upholds the decision of the Elections Commission to remove the Director of Elections, the appellant may elect to withdraw the appeal on future employment restrictions.
- b) Should the appellant not withdraw the appeal on future employment restrictions the Civil Service Commission may adopt the recommendations of the Elections Commission on future employment restrictions, cancel any current examination and eligibility status, or restrict future employment as it deems appropriate.

114.57.9 The decision of the Civil Service Commission on the appeal shall be final

Sec. 114.58 End of Term

114.58.1 The term of the Director of Elections shall end upon release during the probationary period, removal for cause, death, appointment to another position in the City service, including a position in the classified service at the San Francisco Community College District or the San Francisco Unified School District, resignation or completion of the five (5)-year term without renewal of the appointment for another term. In the case of removal for cause, the term shall end:

- 1) If no appeal on the decision of the Elections Commission to remove the Director of Elections is filed, upon completion of the time period for filing an appeal with the Civil Service Commission as specified in this Rule; or,
- 2) If an appeal on the decision of the Elections Commission to remove the Director of Elections is filed within the time period for filing an appeal, upon the hearing and decision of the appeal by the Civil Service Commission, if the Civil Service Commission upholds the removal for cause.

114.58.2 In the interim, between removal for cause by the Elections Commission and the conclusion of the appeal process on the decision to remove the Director of Elections, the Elections Commission may make a temporary out-of-class assignment or provisional appointment while the appeal process is underway.

CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE CITY ATTORNEY



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MEMORANDUM

TO: MEMBERS,
San Francisco Elections Commission

FROM: Julia A. Moll *JAM*
Deputy City Attorney

DATE: July 1, 2005

RE: Powers and Duties of the San Francisco Elections Commission

In anticipation of the upcoming Elections Commission retreat, scheduled for July 22, 2005, Commissioner Matthews requested that we provide some *general* information about the role of commissions in the City and County of San Francisco, and *specific* information about the powers and duties of the San Francisco Elections Commission. This information is provided below. Please let me know if you have questions about this memorandum or would like additional information.

I. INTRODUCTION

The San Francisco Charter is the City and County constitution and regulates all aspects of local government and administration. Under the Charter, the Mayor is responsible for the general administration and oversight of all departments and governmental units in the executive branch of the City and County, and he or she appoints most commissioners (as discussed below, the Department of Elections and the Elections Commission are not in the executive branch). Charter § 3.100. The Board of Supervisors is the legislative body for the City and County. The Board, which consists of eleven members elected by district, establishes City policies and adopts ordinances and resolutions. Charter Article II.

In addition to the Mayor and Board of Supervisors, commissions play a significant role in City and County governance. Charter § 4.102. These bodies, which are created by the Charter and City ordinances, establish policy for and oversee the departments of City and County government.

II. BACKGROUND: THE SAN FRANCISCO ELECTIONS COMMISSION

The San Francisco voters created the Elections Commission by Charter amendment approved in November 2001. The Commission consists of seven members who serve five-year terms. Charter § 13.103.5. The Mayor, the Board of Supervisors, the City Attorney, the Public Defender, the District Attorney, the Treasurer, and the Board of Education of the San Francisco Unified School District each appoint one member of the Commission.

There are significant qualifications for service on the Elections Commission. The Mayor's appointee is required to have a background in the electoral process. The City Attorney's appointee is required to have a background in elections law. The Treasurer's appointee is required to have a background in financial management. The members appointed by the District Attorney, Public Defender, the Board of Education of the San Francisco Unified School District, and the Board of Supervisors are required to be broadly representative of the general public. Charter § 13.103.5.

Memorandum

TO: MEMBERS,
San Francisco Elections Commission

DATE: July 1, 2005

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RE: Powers and Duties of the San Francisco Elections Commission

Members of the Commission are officers of the City and County. (A separate memorandum, included with the materials for the July 22, 2005 retreat, addresses the relationship between members of the Commission and their respective appointing authority, and an officer's duty of loyalty to the City and County.) In summary, City and County officers owe a duty of loyalty to, and must act in the best interests of, the City and County. Although each member of the Commission is appointed by a different City official or body, the Commissioners neither represent nor owe a duty of loyalty to their appointing authority. Commissioners must use their independent judgment about what is in the best interest of the City.

III. THE POWERS AND DUTIES OF THE ELECTIONS COMMISSION

A. The Specific Powers and Duties Vested in the Elections Commission

Under the Charter, the Elections Commission is responsible for:

- Oversight of all public elections in the City and County;
- Establishment of general policies for the Department of Elections; and
- Proper administration of the general practices of the Department of Elections.

Charter § 13.103.5. These duties include, but are not be limited to:

- Approving written plans prior to each election, submitted by the Director of Elections, detailing the policies, procedures, and personnel that will be used to conduct the election;
- Approving alternative transportation and security plans, submitted by the Director of Elections, when the incumbent sheriff is running for re-election and under other limited circumstances;
- Requesting from the Board of Supervisors, upon the recommendation of the Director, a waiver of the general prohibition on City employees and officers assisting the Department of Elections; and
- Assessing how well the written plans succeeded in carrying out a free, fair and functional election.

Charter §§ 13.103.5, 13.104.5.

In addition, the Elections Commission is responsible for appointing the Director of Elections and three of the nine members of the Elections Task Force on redistricting. Charter §§ 13.104, 13.110(d). (A memorandum concerning the procedures for appointment and removal of the Director of Elections, dated December 29, 2003, is attached.)

B. The General Powers and Duties of City and County Commissions

In addition to the specific powers conferred and duties imposed on the Elections Commission, the Charter also describes the powers and duties of commissions in the *executive branch*. Because the Mayor does not appoint the Commission and does not have overall responsibility for general administration and oversight of the Department of Elections, the Elections Commission is not in the executive branch. Nonetheless, these general rules apply to the Commission to the extent that these general rules do not conflict with or are inherently incompatible with the specific powers and duties vested in the Elections Commission.

Memorandum

TO: MEMBERS,
San Francisco Elections Commission

DATE: July 1, 2005

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RE: Powers and Duties of the San Francisco Elections Commission

Charter § 4.100. The general provisions that apply to the Elections Commission require the Commission to:

- Formulate, evaluate and approve goals, objectives, plans and programs and set policies consistent with the overall objectives of the City and County, as established by the Mayor and the Board of Supervisors through the adoption of City legislation;
- Develop and keep current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals, subject to review and approval by the Mayor and the Board of Supervisors;
- After public hearing, approve applicable departmental budgets or any budget modifications or fund transfers requiring the approval of the Board of Supervisors, subject to the Mayor's final authority to initiate, prepare and submit the annual proposed budget on behalf of the executive branch and the Board of Supervisors' authority under [Charter] Section 9.103;¹
- Recommend to the Mayor for submission to the Board of Supervisors rates, fees and similar charges with respect to appropriate items coming within their respective jurisdictions;²
- Conduct investigations into any aspect of governmental operations within its jurisdiction through the power of inquiry, and make recommendations to the Mayor or the Board of Supervisors;
- Exercise such other powers and duties as shall be prescribed by the Board of Supervisors;
- Prepare an annual report describing its activities, and file such report with the Mayor and the Clerk of the Board of Supervisors; and
- Appoint an executive secretary to manage the affairs and operations of the board or commission.

¹ Each City and County department is responsible for providing the Mayor and Board of Supervisors with a mission-driven budget that describes each proposed activity of the department and the cost of the activity. Charter § 9.114.

² However, Charter section 13.109 provides a specific rule for proposal and adoption of certain election-related fees, as follows:

The amount of fees to be charged for candidate filings, candidate statements, paid arguments and any other fees to be collected in the conduct of elections shall be proposed by the Director of Elections for approval by the Board of Supervisors on or before the second Monday in December immediately prior to the election in which the fees apply.

Signatures of registered voters in the City and County may be submitted in lieu of any filing fee. At the same time the Board of Supervisors approves the schedule of fees for the election, the Director of Elections, with the approval of the Board of Supervisors, shall establish the dollar value equivalent of each valid signature submitted.

Accordingly, to the extent there is a conflict between the general rule set forth in section 4.102(4) and the more specific rule established by section 13.109, section 13.109 would apply. Charter § 4.100; *Woods v. Young* (1991) 53 Cal.3d 315, 325.

Memorandum

TO: MEMBERS,
San Francisco Elections Commission

DATE: July 1, 2005

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RE: Powers and Duties of the San Francisco Elections Commission

Charter §§ 4.102(1)-(4), (7)-(10), 4.103, 4.104.

To ensure its orderly operation, each commission is required to:

- Adopt rules and regulations consistent with the Charter and City and County ordinances. No rule or regulation may be adopted, amended or repealed, without a public hearing. At least ten days' public notice is required in advance of such public hearings. All rules and regulations must be filed with the Clerk of the Board of Supervisors;
- Hold meetings open to the public and encourage the participation of interested persons. Closed sessions may be held only in accordance with applicable State and local laws; and
- Keep a public record of its proceedings that indicate how each member voted on each question.

Charter § 4.104.

Finally, to carry out its duties, a commission may hold hearings and take testimony. Charter § 4.102(10). In addition, relative solely to the affairs under its control, a commission may examine the department's documents, subpoena witnesses and compel production of documents. Charter § 16.114.

IV. THE POWERS AND DUTIES OF THE DIRECTOR OF ELECTIONS

A. The Specific Powers and Duties Vested in the Director of Elections

Under the Charter, the Department of Elections is responsible for conducting all public elections in the City and County. Charter § 13.104. For purposes of this section, the conduct of elections includes, but is not limited to: voter registration; the nomination and filing process for candidates to City and County offices; the preparation and distribution of voter information materials; ballots, precinct operations and vote count; the prevention of fraud in such elections; and the recount of ballots in cases of challenge or fraud.

The Director of Elections is responsible for administering the Department of Elections, and is vested with the day-to-day conduct and management of the Department. Charter § 13.104. Subject to the civil service provisions of the Charter, the Director may appoint and remove employees of the Department. As indicated above, the Director of Elections is appointed by and reports to the Elections Commission.

B. The General Powers and Duties Vested in City and County Department Heads

In addition to the specific responsibilities of the Director of Elections, Charter section 4.126 lists general powers and duties that apply to City and County department heads *in the executive branch*. As indicated above, because the Mayor does not have overall responsibility for administration and oversight of the Department of Elections, and does not play a role in selection of the Director of Elections, the Department is not in the executive branch. Nonetheless, the general provisions of section 4.126 apply to the Director of Elections to the extent that these responsibilities and duties do not conflict with the specific responsibilities and duties vested in the Director. Charter § 4.100.

The provisions of Section 4.102 that apply to the Director of Elections provide that the Director is responsible for the "administration and management of" the Department, and may:

Memorandum

TO: MEMBERS,
San Francisco Elections Commission

DATE: July 1, 2005

PAGE: 5

RE: Powers and Duties of the San Francisco Elections Commission

- Appoint qualified individuals to fill all positions within their departments that are exempt from the Civil Service provisions of this Charter;
- Adopt rules and regulations governing matters within the jurisdiction of the department, subject to the powers of the Elections Commission; and
- With the approval of the City Administrator, reorganize the department.

Finally, unless the Charter or specific sections of the Municipal Code expressly provide otherwise, the department head is not required to seek commission approval before signing contracts and making other decisions on behalf of the department. (A memorandum addressing the role of the Elections Commission in awarding contracts, dated November 19, 2003, is attached.) We recommend that each commission and department head jointly determine which contracting and other matters require commission consideration and approval.

**V. RESTRICTIONS ON COMMISSIONS AND INDIVIDUAL COMMISSIONERS:
PROHIBITING INTERFERENCE WITH ADMINISTRATIVE AFFAIRS**

A. Restrictions on Commissions

Although the Charter confers broad authority to commissions to set policy and oversee the operations of their departments, the Charter also restricts how a commission may deal with the administrative affairs of its department, as follows:

Each board or commission, relative to the affairs of its own department, shall deal with administrative matters solely through the department head or his or her designees, and any dictation, suggestion or interference herein prohibited on the part of any member of a board or commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the board or commission's power of hearing or inquiry as provided in this Charter.

Charter § 4.102. This restriction establishes a chain of command that governs the operation of departments under commissions. The commission sets policy and communicates that policy to the department head, who in turn is responsible for its execution. *City Attorney Opinion 90-01*, p. 2. As we stated in a 1990 Opinion:

[T]here is no prohibition...against a commission dictating administrative policy for its department, so long as the board or commission proceeds in the manner provided by the charter...[a] board or commission may act only at a noticed meeting attended by a quorum of the commission or its committees, and only by means of a vote of the commission or its committees. So long as a commission complies with these Charter requirements, it enjoys a broad authority to address administrative matters within its own department.

City Attorney Opinion 90-01, p. 3.

The requirement that a commission deal with administrative matters solely through the department head does *not* apply to actions taken through the commission's power of hearing or inquiry. Charter § 4.102. "The commission's power of inquiry includes the authority to call any department officer or employee before the commission to answer questions regarding the operations of the department. But if the commission wants to make changes in departmental operations as a result of those inquiries, it must still address its directives to the department's chief executive officer." *City Attorney Opinion 90-01*, p. 4.

Memorandum

TO: MEMBERS,
San Francisco Elections Commission

DATE: July 1, 2005

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RE: Powers and Duties of the San Francisco Elections Commission

B. Restrictions on Individual Commission Members

Individual commission members lack the authority to exercise powers of the commission *as individuals*. Charter §§ 4.102, 4.104, Govt. Code §§ 54953, 54952.6. Although commissions may designate individual commissioners to perform assigned duties, such as monitoring the progress of a departmental program and reporting information on the program to the commission, individual commissioners may not otherwise act on behalf of the commission without the commission's express authorization.

In addition, as indicated above, Charter section 4.102 provides that "any dictation, suggestion or interference [in administrative affairs] herein prohibited on the part of any member of a board or commission shall constitute official misconduct . . ." Accordingly, in addition to requiring that a commission deal with administrative matters solely through the department head or his or her designees, section 4.102 prohibits *individual members* of boards and commissions from dictating, suggesting or interfering in administrative matters. *City Attorney Opinion* 90-01. The prohibition does not prevent individual commissioners from seeking information from the department head about the department's operations. Further, *with the department head's consent*, commissioners may also seek information from department staff.

Finally, commissioners should be aware that they are subject to restrictions on their political and other outside activities, and to State and local conflict of interest laws. A separate memorandum, included with the materials for the July 22, 2005 retreat, addresses the restrictions on political and other outside activities, and the City Attorney's *Good Government Guide: An Overview of the Laws Governing the Conduct of Public Officials* summarizes applicable conflict of interest laws. Please contact me if you have any questions about these laws and rules.

VI. THE RESPECTIVE ROLES OF THE ELECTIONS COMMISSION AND DIRECTOR OF ELECTIONS

As discussed above, there are numerous rules and requirements that govern the Elections Commission and Department of Elections. Nonetheless, these rules and requirements do not address every situation and contingency. From time to time, questions arise concerning the respective roles and responsibilities of the Commission and Director that cannot be answered by reference to the Charter or other laws. Under these circumstances, the Commission and Director should discuss and reach agreement concerning which matters require commission consideration and approval.

J.A.M.

cc: John Arntz
Shirley Riquieles

Memorandum

DATE: December 29, 2003
PAGE: 2
RE: Amendments to Civil Service Rule 114

the CSC waives this requirement. The Elections Commission must establish a non-discriminatory merit-based process for selection among the qualified applicants.

3. Designation of acting Director.

If the Director position is vacant, the Elections Commission may designate an acting Director with a temporary out-of-class assignment or provisional appointment. There is a 90-day limitation on this acting assignment or appointment, although the CSC may extend this limit in 60-day increments.

4. Determination of the date of appointment.

The date of appointment of the Director is significant because it determines when the probationary period starts and ends, and when the five-year term starts and ends. The amended rule specifies the date of appointment when the Elections Commission: re-appoints the incumbent at the end of a term; appoints a new Director at end of a term; and appoints a new Director under circumstances other than at the end of a five-year term.

5. Probationary period.

All new Directors must serve a probationary period. The term of the probationary period is set by Memorandum of Understanding ("MOU") with the Director's union. Under the current MOU, the probationary period is one year. If an incumbent Director is reappointed at the end of a five-year term, the Director does not serve a second probationary period.

6. Method of re-appointment of incumbent Director.

The Elections Commission may vote to re-appoint the Director without a competitive selection process. Alternatively, the Commission may conduct a competitive selection process, in which the incumbent may compete.

7. Removal for cause; Status of Director pending removal.

If the Elections Commission charges the Director with a specified act of misconduct, such as misappropriation of public funds, the Elections Commission could place the Director on unpaid administrative leave pending a hearing on removal. If the Elections Commission seeks to remove the Director for misconduct other than what is specified in the amended rule, the Director would remain on the job pending the decision on removal.

8. Procedure for removal; Appeal to CSC.

After the probationary period ends, the Elections Commission may remove a Director only for cause, following the presentation of written charges and a hearing. In general, the Commission must conduct the hearing at least 30 days and no more than 45 days after presenting the written charges, and must announce its decision on removal within 10 days of the hearing.

The Director may appeal to the CSC the Elections Commission's decision to remove, but must file the appeal within 20 days of the date of the Elections Commission's decision. In general, the CSC must hear the appeal within 60 days of the date of filing.

J.A.M.



DENNIS J. HERRERA
City Attorney

JULIA A. MOLL
Deputy City Attorney

DIRECT DIAL: (415) 554-4705
E-MAIL: Julia_Moll@ci.sf.ca.us

MEMORANDUM

TO: MEMBERS
San Francisco Elections Commission
JOHN ARNTZ
Director of Elections

FROM: JULIA A. MOLL 
Deputy City Attorney

DATE: December 29, 2003

RE: Amendments to Civil Service Rule 114

On November 17, 2003 the Civil Service Commission ("CSC") amended Civil Service Rule 114 concerning the Director of Elections position. This office previously provided you with a copy of the amended rule. As requested by Commissioner Tom Schulz, this memorandum briefly summarizes the key provisions of the amended rule. Please let me know if you have questions or want additional information about this matter.

SUMMARY

The amended rule addresses: selection and appointment of the Director of Elections; the probationary period; removal; appeal to the CSC; and limitations on interim appointments. Codification of these procedures and requirements does not affect the Charter mandate that the Director be responsible for the day-to-day conduct and management of the Department of Elections, or the balance of powers and duties between the Director and the Elections Commission.

1. Permanent Civil Service designation; Limited Civil Service rights.

The Director of Elections position is designated "permanent civil service" rather than "exempt." In general, this means that the CSC has jurisdiction to determine whether the procedures for selection, appointment, probation and removal of the Director are properly administered. But the amended rule also specifies that certain civil service rules and procedures do not apply to this position. For example, a former Director has no right to reclaim the position if the position is vacant, or to "bump" back into the position if laid-off from another City position. Similarly, there is no preference given to applicants for the Director position based on civil service seniority in the class.

2. Competitive selection process.

In general, the competitive selection process for permanent civil service appointments applies. There must be at least three qualified applicants to proceed with selecting a new Director, unless

ELECTIONS COMMISSION
City and County of San Francisco



Gerard Gleason, President
Jill Rowe, Vice President
Catalina Ruiz-Healy
Richard P. Matthews
Winnie Yu
Rosabella Safont
Arnold Townsend

John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting
Wednesday January 16, 2013
6:00pm

City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

DRAFT MINUTES

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1. CALL TO ORDER AND ROLL CALL

President Gerard Gleason called the meeting to order at 6:04 pm. PRESENT: Commissioners Richard P. Matthews, Jill Rowe, Gerard Gleason, Arnold Townsend, and Winnie Yu. Also present: Commission Secretary Tachina Alexander, Deputy City Attorney Andrew Shen, and Director of Elections John Arntz.

2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda. There was no public comment.

3. Approval of Minutes from previous meetings.

Commissioner Rich Matthews moved to approve the Minutes of the December 19, 2012 Elections Commission Meeting. Commissioner Ruiz-Healy seconded the motion. Commissioner Rowe and Commissioner Ruiz-Healy offered corrections to the minutes. No Public comment. The roll call vote was UNANIMOUS to approve the minutes with corrections offered by Commissioners Rowe and Ruiz-Healy.

4. DIRECTOR'S REPORT

Director Arntz
Division Reports

- (a) *Administrative (Budget & Personnel)* – The city wants the Department to find 1.5% cuts in the budget for the next fiscal year. Last year the Elections Commission approved a 2 year budget vs. a 1 year budget so the Department is reviewing the 2nd year's budget and forecasting the following year (2014/15). The Department is not too concerned about finding 1.5% savings because as it progresses it's getting more efficient with its materials. Its budget has flat lined over the last several years because it keeps finding

efficiencies. One casualty of the 1.5% might be an increase in the poll worker stipend. The Department wanted to raise the Inspector up to \$175 for the flat fee, \$20 for the Ballots, \$5 for the use of the Cell Phone, and bringing the Clerks up to \$150. With that the total would be nearly \$200,000 but if we added another \$10 to it this time around and the next time around we added another \$10 and do the increase incrementally we will see how that works. The Department didn't get the budget forms until January where in previous years it received them in December so you will have them at least a week before the next BOPEC meeting. Since you approved next fiscal year's budget you'll see basically the same information that you saw last year so the only thing new that you will see is the 15/16-14/15 budget.

- (b) *Ballot Distribution* – They are still receiving ballots for the Moscone Expansion District Election and the time frame to receive those ballots ends February 5, 2013. They are also looking into a way to decrease the amount of time it takes to pull the Vote-by-mail ballots from the envelopes. Because the number of Vote-by-mail ballots are increasing on Election Day it really interferes with the staffing schedule the Department has so there has to be some training and familiarity with the process. So if the Department can automate more of the extraction of the ballots then it can handle the influx of the ballots on Election night and get them counted. The Department has met with a vendor who can potentially help them with this system to extract those ballots with some automation but not total automation.
- (c) *Campaign Services Division* – Updating the guide for November. City Attorney and Treasurer will be on the ballot which is a scheduled election but there will also be a vacancy election in November. They are also going through any files related to the November 2012 election and archiving them and recycling what they can.
- (d) *Outreach* – Have sent certificates of appreciation to all of the organizations (350) that invited the department to come and give presentations for this past election. They completed their "Accessibility Brochure" that was paid for by the "Help America Vote Act." They sent letters to people and organizations who participated in the Community Network Meetings that they've been holding and a lot of people still want to participate in that so they'll be holding another one in the near future. They attended the citizenship ceremony last week in Alameda. Outreach also informed Director Arntz that a Naturalization Ceremony was held on Election Day and 51 people came to City Hall to vote at the Registrar's office. Outreach also participated in an awards ceremony with a neighborhood empowerment network last week and they're leveraging their attendance at that ceremony to gain contacts with people who are a part of that network. They've already started working with City College, State, and SFSU on ways to reach students to get them to register to vote so they're thinking about how we can incorporate our information into the registration process and having us to attend student orientation, events, or meetings, have posters in the dorms, links on the university's websites, etc. For November they'll start to do election specific videos on YouTube and the main target audiences would be younger voters like the students and people with literacy challenges.

- (e) *Poll Worker Division* – They have sent out information with their newsletter asking if people wanted to be a part of their poll worker network. They received 150 responses to join and now they will winnow down the number of responses, set up criteria, and provide feedback on procedures. Additionally they will find be able to collect information on what happens at polling places and institutionalize the poll worker information coming back to the Department instead of just the feedback letters after the election.
- (f) *Precinct Services* – Changed registration databases last year. They didn't have time to incorporate all of the information into the system because they are the ones that are involved in the redrawing of the district and precinct lines due to the census so they started to bring the information into the registration database. They will create manuals and information sheets for new temporary people coming in for the election. They are also looking at improving their Power Point presentation for the people who go out and look for the polling places and the people who deliver/pick-up the equipment to/from polling places. They are also updating their Power Point presentation on "Disability Etiquette." Each year a seminar is held to show the appropriate way to approach people with disabilities, how to interact with them, how not to focus on the disability, maintaining a respectful conversation, being conscious of key buzz words, etc. All of this information will be updated prior to the November election and will be sent out just prior to the election so that everyone will be informed even the temporary employees.
- (g) *Publications* – Held debriefing meeting with the vendors prior to December 15, 2012 and will approach that again within the Department next month to talk about what they can improve on going forward. They had issues with the voter guide also the ballots for that one election and put in a lot of time to find different ways of getting the work done and things went very smooth with this election; far more effective process but can always find more ways to improve.
- (h) *Technology Division* – They are always working on databases. One database that they are working on is the Department's budget database. We have a lot of spread sheets and database information and we're trying to tie them all together. Ideally Director Arntz would like to have real time information on the budget in order to operate more effectively.
- (i) *Voter Services* – Sending out registration cards to provisional voters who are not registered and to those whose signatures need updating. They have also updated lists from Secretary of State's office of those who have been listed as being deceased.
- (j) *Warehouse* – There is an inventory system that is in place now and the cost of consumption of the items there are being structured, RFID, and polling place equipment.

Questions/Comments:

1. Commissioner Gleason – I did get the notice about the poll worker outreach which I thought was a great idea. When you're wheeling down the groups that are in there you may want to have someone in there who handle different locations such a garage and a school.

Comment [A51]: to gain or get by wheeling
-> wheedle one's way into favor

2. Commissioner Yu – Do you know how many High School poll workers come back and work again or is this a one-time deal? If having that network would be helpful to connect them or if they're going to stay locally for college they could be advocates at the community colleges or in the state level where they could do more of the outreach work and help connect people. Director Arntz replied that he didn't know if the student poll workers received a letter but he would have to find out and he could also find out how many come back. Their time span is short because they are Juniors and Seniors but he'll check on it to see if that's something we can bring them into or not.

Commissioner Yu continued on to say that there are social media groups that you can still be connected to them somehow if there's anything that they can do then they can do get-out-the-vote stuff social media wise or be able to connect the younger students and get them to be interested in working. If there is some kind of alumni group of the local kids who stay and go to school here then there's that added on knowledge and experience. In my experience when I've helped out oftentimes poll worker was their first job and if they ever have a chance to come back again they become more experienced.

Public Comment:

David Carey (Californians for Electoral Reform; Election Observer Panel) He thought it was great that the commission supported the Department in its effort to move ahead in Election night RCV tallies. That seemed to be a big success and hope that the Commission and the Department support efforts to continue doing that in the future. By chance he called the voter assistance line and didn't get an answer; he stayed on the line for 20 minutes and didn't get an answer. Voters are depending on telephone support for helping them with Ranked-choice-voting and it's important for them to have options available to make sure they talk to someone.

He will also be working on ways to trim modest cost increases of Ranked-choice-voting recount tallies.

5. COMMISSIONER'S REPORT

Commissioner Ruiz-Healy presented her report to the Board of Education and they were pleased.

Public comment. None

NEW BUSINESS

6. PUBLIC EMPLOYEE APPOINTMENT/HIRING: DIRECTOR OF ELECTIONS

Commissioner Gleason explained that The Director of Elections' current five-year term expires at 12:00 am on May 21, 2013. The Charter requires that the Commission appoint a Director for the next term at least 30 days before the expiration of the current term. S.F. Charter § 13.104.

Public comment. None

Commissioner Gleason motioned that the commission meet in a close session. Commissioner Rowe seconded. No Commissioner discussion. No public comment. Roll call vote was UNANIMOUS to go into closed session.

Adjourned at 6:33pm into CLOSED SESSION

Back in OPEN SESSION at 7:09pm

Commissioner Gleason reported that in the closed session the Elections Commission unanimously voted and re-appointed Director John Amtz for an additional five-year term beginning May 21, 2013 as the Director of Elections and he has accepted the re-appointment.

Commissioner Matthews motioned that the commission does not disclose any of the discussion of the closed session. Commissioner Gleason seconded. The roll call vote was 6-1 to not disclose.

7. DISCUSSION AND POSSIBLE ACTION TO APPROACH CALIFORNIA SECRETARY OF STATE REGARDING THE CITIZENS ATTEMPTING TO REGISTER TO VOTE WHEN TRANSACTING BUSINESS WITH THE CALIFORNIA DMV.

Commissioner Rich Matthews stated that as most people know under the Clinton administration the Motor Voter Act passed where you check a box which will result in your information being transmitted eventually to the county of residence to register you to vote or update your voter registration. Most of the time it works but it doesn't work every time and if the government is going to make that promise it needs to work every time. Anecdotally as Inspectors, we've witnessed people showing up to the polls that have registered through the DMV but were not on the roster. There is a slip up some place and it needs to be chased down. The commission at various times has taken a look and I'd like to renew our attention to it and designate the president or incoming president to participate in discussions with the Secretary of State and possibly the DMV to bring attention to the issue and chase down the problem. We're now 17 years into this regime and it's not working for everybody.

Commissioner Rowe asked if anyone could give a history on the past attempts by the commission to address this issue.

Commissioner Gleason stated that the commission sent communication to the Secretary of State who did acknowledge the situation on her website as he has checked the website recently. His thought on it is an ever changing situation as well as the voters are unsure. Recently he took his son to the DMV to get his permit and he registered to vote on October 4, 2012 and his registration had not made it through by Election Day. So now the Secretary of State is asking voters to bring the receipt to the county Registrars office as proof of registration; which is now putting the responsibility back on the voter to hold on to a piece of paper which negates the whole premise of the Motor Voter program.

Commissioner Rowe added that as an Inspector she had the experience as well where voters came up and said that they had registered at DMV and they were not in the roster and it was heartbreaking to tell someone who made all the correct efforts to vote, especially for a presidential election, that their vote wasn't going to be counted.

Commissioner Matthews motioned that the President or the President's designee be authorized by the commission to initiate any contact with the Secretary of State or the

DMV to express the commission's concern about the problem and investigate the problem and how it can be rectified. Commissioner Ruiz-Healy seconded.

Commissioner Ruiz-Healy asked if Director Arntz received any complaints in his office and if so whether he has a tally of such complaints. Director Arntz replied that he does not have a tally but he does get calls. The people who show up at City Hall are directed to the Superior Court to get a court order to allow them to vote. One suggestion as you're reaching out would be to contact Leland Yee. He's one of the State Senators representing San Francisco that started the online registration and he's also running for Secretary of State.

Public comment. None

The roll call vote was UNANIMOUS.

8. DISCUSSION AND POSSIBLE ACTION TO ELECT OFFICERS OF THE SAN FRANCISCO ELECTIONS COMMISSION

Nominations for President – Winnie Yu, Jill Rowe

No public comment.

Roll call voice vote – Winnie Yu (2 votes) Jill Rowe (5 votes)

Nominations for Vice President – Catalina Ruiz-Healy

No public comment.

Roll call voice vote – Winnie Yu (2 votes) Catalina Ruiz-Healy (5 votes)

The Commission elected Jill Rowe as its next President, and Catalina Ruiz-Healy as its next Vice-President.

9. ANNOUNCEMENTS

None

10. DISCUSSION AND POSSIBLE ACTIONS REGARDING FUTURE AGENDAS

Commissioner Matthews informed the commission that the set of By-Laws that is publicly available is not the by-laws that were adopted by this commission 3-4 years ago. Furthermore the revision that was done cannot be located, so at some point this year we are going to need to revisit our by-laws.

Public comment: David Carey (Californians for Electoral Reform) Having done Election night RCV tallies this last election, he suggested that the commission revisit and revise its policy that it adopted about 1 ½ years ago about doing RCV tallies on a more timely basis. That policy included language that overstated the difficulties of doing election night RCV tallies and actually discouraged the use and since then you've in effect changed some perspectives on that for the Department in what they did in this last election and bring that policy up to date will be helpful up to some point.

ADJOURNMENT at 7:27pm

ELECTIONS COMMISSION
City and County of San Francisco

Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Arnold Townsend
Winnie Yu



John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting

Wednesday, February 20, 2013
6:00 p.m.

City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

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Order of Business

1. Call to Order & Roll Call.

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2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.

3. Approval of Minutes from previous meetings.

Discussion and possible action to approve the Minutes of the January 16, 2013 Elections Commission Meeting. (Attachment: January 16, 2013 draft minutes.)

4. Director's Report.

Division Updates

Budget/Personnel	Technology Division
Campaign Services	Voter Services
Outreach	
Publications	
Poll Worker Division	

5. Discussion and possible action regarding the Department of Elections budget for FY 2013-14 and 2014-15.

Discussion and possible action to approve the Department of Elections budget for FY 2013-14 and 2014-15, including but not limited to the request from the Office of the Mayor for further budget cuts. Possible report from the Budget and Oversight of Public Elections Committee on this item. (Attachment: Budget Forms)

6. Discussion and possible action regarding reducing and consolidating precincts.

Discussion and possible action regarding reducing and consolidating precincts by taking into consideration permanent vote by mail voters.

7. Discussion and possible action regarding voter registration through the California Department of Motor Vehicles.

Discussion and possible action regarding voter registration through the California Department of Motor Vehicles.

8. Commissioners' Reports

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

9. Announcements

10. Discussion and possible action regarding items for future agendas.

11. Public Employee Performance Evaluation: Commission Secretary Tachina Alexander

(a) Public comment on all matters pertaining to this agenda item.

(b) CLOSED SESSION. Closed Session is held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss the performance evaluation of a public employee. Discussion and possible action.

(c) Discussion and vote pursuant to Sunshine Ordinance section 67.12(a) on whether to disclose any portion of the closed session discussion regarding the public employee performance evaluation. (Action.)

Motion: That the Elections Commission (not) disclose its closed session deliberations regarding the public employee performance evaluation.

12. Adjournment

There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

Cell phones, pagers and similar sound-producing electronic devices: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Disability Access: The Elections Commission meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in a meeting, please contact the Department of Elections at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Late requests will be honored, if possible. Services available on request include the following: American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes. Please contact the Department of Elections at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for a disability-related modification or accommodation.

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ELECTIONS COMMISSION
City and County of San Francisco



Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Arnold Townsend
Winnie Yu

John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting
Wednesday, February 20, 2013
6:00 p.m.

City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

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DRAFT MINUTES

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1. Call to Order & Roll Call

President Jill Rowe called the meeting to order at 6:02 pm. **PRESENT:** Commissioners Arnold Townsend, Rosabella Safont, and Richard P. Matthews. **EXCUSED ABSENCE:** Commissioner Catalina Ruiz-Healy. Commissioner Gleason arrived at 6:03 pm. Commissioner Winnie Yu arrived at 6:08 pm.

2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda. NO PUBLIC COMMENT

3. Approval of Minutes from previous meetings.

Commissioner Matthews motioned to approve the Minutes of the January 16, 2013 Elections Commission Meeting and it was seconded by Commissioner Safont. President Jill Rowe noted that Commissioner Ruiz-Healy was in attendance at the previous meeting and sited that her name needed to be added to the attendance. The roll call vote was **UNANIMOUS** to **APPROVE** the minutes.

4. Director's Report.

Director Arntz

Division Reports

- (a) **Administrative (Budget/Personnel)** – Currently working on the performance measures which go into the budget as well as the climate action plan for the Department. The Department is supposed to estimate its carbon footprint and find ways to decrease it and how its promoting the "Transit-First" policy of the city. Both of these reports are due in March and they're taking up a lot of time. Tomorrow is the day the Department inputs the information into the system so no changes can be made after that. If any changes need to be made the Mayor's office will need to make them. Reimbursement information is being

- gathered to be sent to the community college and school district for their 2012 elections which were consolidated into the general election.
- (b) Ballot Distribution – have been working on using data trends numbers from previous elections to formulate to start a process in the Department where statistics are used more than they've been used in the past to measure work flow and efficiencies of processes. This group is the furthest along in the Department. The voter services division will begin tomorrow, along these same lines. Since there is no election in June, all the divisions are going through their procedures and updating the multi-volume procedures manual. This group is also looking at ballot extractors which are machines that open the envelope with the vote-by-mail ballots and extract the cards. Other counties use these machines and our group will be going to Contra Costa tomorrow to see just how they function. This group is also looking at automating the smaller elections that are held such as the health services retirement and community business district elections to where the envelopes will work better with the equipment that was purchased recently. This group has also created a scan card so instead of having to count all of the votes from the election they will be scanned and tabulated by using a homemade program.
 - (c) Campaign Services - have been cleaning out the cabinets, looking at an old logbook dating back to 1903 which had a petition to recall a police judge or commissioner as well as documents from 1906 trying to find poll workers.
 - (d) Outreach Division - have set their goals for January to July prior to going in to the election cycle. The first community network meeting is next month and they're developing a plan to reach voters and this is the foundation they'll use to reach voters in November.
 - (e) Poll Worker Division – have settled on 40 people to join the poll worker network and their first meeting will be in March. The Department took into consideration the number of years they've worked, positions, and different parts of the city they've worked in to get a fair representation of participants in the network meetings. There were approximately 200 respondents and they wrote essays about why they wanted to be a part of this group so now they're trying to figure out how they can have the remaining 160 still be included in the group to provide feedback to the department after every election. The first meeting they will talk about the instructional material that will be used in the classes, they're looking to redesign the kiosks at the polling places (because they're broken down and recycled every election).
 - (f) Precinct Services – they have been trying to pull all of their information into the new precinct numbers so this November the Department will consolidate the number of polling places it has because there is no State or Federal contest on the ballot; in the past it used the previous numbering system before but that doesn't work anymore. The new registration system that was adopted 1 ½ years ago is taking a lot of time. The new "Sensitivity Training" video is still being viewed
 - (g) Technology Division – Database work and teamed up with the ballot distribution division is trying to maximize the space in the computer room where the tabulators are being kept.
 - (h) Voter Services – is doing a lot of maintenance work and follow-up with voter whose writing couldn't be read, sending out cards to voters who

haven't voted in the last 8 elections if the Department gets a return from the post office it'll inactivate them, going through deceased section of Chronicle and making note of the voters

Commissioner Matthews asked if there were any differences between the Chronicle or any other published obituaries and whatever you get from Vital statistics people?

Director Arntz answered yes there will be some because the Chronicle's daily and The Department gets monthly reports for the local agencies and quarterly updates from the state.

Commissioner Matthews asked once a voter has been inactive all he has to do is show up and present his I.D.?

Director Arntz said yes or he could just ask the Department for a vote by mail ballot and the signature could be cross referenced at the poll.

Commissioner Rowe wanted to know if the only difference between an active and inactive voter is whether or not they're listed in the voter log.

Director Arntz stated the active voters would be sent a voter guide, notice, and etc. but inactive voters aren't sent anything. If the Department gets a "return to sender" from the post office we know that's one less voter guide to send and that person is put on the inactive list. Without having positive information that they've moved, etc., they can stay inactive 8 years before the Department can cancel them. Every county sends registration information to the Secretary of State's office and they compare it to each counties information and brings in DMV information as well as social security information to positively identify voters (Name, DL#, Last 4 digits of SS# or Unique ID#) in the correct counties. However, if no further information is gathered the voter would stay on the inactive roll for 8 years and then be cancelled at the end of the 8 year period.

Commissioner Rowe wanted to know in regards to deceased voters what information is used to correctly identify the voters?

Director Arntz stated that you don't always so you have to send out a letter stating that you want to update the Department's information. However the person's date of birth is key to their identification. The other trend is most of the time if the person is elderly this would be a big indication that we're on the right track.

Commissioner Rowe made the observation that it was a great idea to look more closely at the cardboard kiosks. She's worked a few elections now and she hasn't seen anyone look at them. The Poll Worker Network is greatly appreciated for volunteering their time and participation.

NO PUBLIC COMMENT

5. Discussion and possible action regarding the Department of Elections budget for FY 2013-14 and 2014-15.

Commissioner Matthews stated that BOPEC received a briefing from Director Arntz and asked him to give the commission a full report. Director Arntz reported that there are only a couple of lines that are of main concern. Line 3A (Temp. Salaries \$450,000 and 3rd Ballot Card for June Election \$291,287) The Mayor's office has agreed with those additions for the base budget for the next fiscal year. There is also a \$10 increase to the poll worker stipend that has not been noted but has been approved going forward for 13-14 and for 14-15 we will try to raise it again. We have also met with the Mayor's office regarding the warehouse situation and he wants us to put together a plan where the postal service currently is occupying space.

Commissioner Matthews wanted to know if there was a total but there was none.

No Public Comment

Commissioner Matthews moved to approve the Department of Elections budget for FY 2013-14 and 2014-15. Commissioner Safont seconded it. Roll call vote was UNANIMOUS to APPROVE.

6. Discussion and possible action regarding reducing and consolidating precincts.

Commissioner Gleason suggests that the commission look at the reality of operating 560 precincts. The number of voter information pamphlets that are mailed out can be reduced and people should be able to opt for electronic version. My feeling for reducing the number of precincts has to be openly discussed so that the public understands why we'd be doing this so that they don't feel that we're taking away an opportunity for them to cast their ballots. The Director talked about doing some things that we could possibly do as a charter city or county that would allow us to approach the Secretary of State otherwise it's a state code issue.

Director Arntz agrees that it's a great idea. San Francisco should put itself out there as a pilot program with a deadline. For 5 years it will remove the permanent vote-by-mail voters from the total number of registered voters in each precinct and do a study on it and report back to the legislature or something like that. The law requires us to order ballot cards that equals 75% of the registered voters for each precinct so if 52% voted by mail then (there are some precincts where 75% are permanent vote-by-mail voters) we have to include them in the precinct counts so if we were able to exclude those folks that would reduce the number of polling places in SF. It wouldn't be drastic but we would have more leeway and put polling places in better locations. It might be a bit more of a walk for some people but for most elections I think it would work out pretty good and it would be a big saver for us as well. So essentially we end up ordering ballot cards for people that are never going to show up.

Commissioner Townsend suggested when doing so that caution be exercised and that senior citizens be kept in mind. Also to be thorough and to make voting as easy as possible for every single person that we possibly can.

Commissioner Rowe inquired about the legal framework and who would be the one to make the request and whose consent is needed for a pilot program, etc.? Assistant District Attorney Mollie Lee stated that the City has an established process for proposing changes to state legislation; they can either go through the State legislation committee or the board of supervisors. The commission would come up with its proposal then decide which entity it would approach. There is a City Lobbyist at the State level who would get involved in this and would funnel the proposal through him.

Director Arntz also suggested prior to submitting any kind of draft of legislation perhaps a commissioner could go up and meet with a board member just to "bounce and idea around for feedback." By doing so you're not doing any lobbying or submitting legislation but just on a fact-finding visit and can pick their brains to see what they think about the idea itself and know whether or not it would be a good idea to bring back to the board.

Commissioner Matthews asked who did the Director think should be targeted. Director Arntz indicated that the legislature would be best at this time because some of them may have the idea that they would like to be the Secretary of State in 2014 so they may entertain the idea. He also agrees with Commissioner Townsend in regards to the voter guides. He too prefers having a physical copy of the voter guide therefore the key to the whole issue is balance. Perhaps when

deciding on this issue, consider criteria such as there has to be a polling place within a certain number of blocks of a senior home.

Commissioner Gleason indicated that he's looking at this as a common sense issue that we have 52% of the people voting by mail and it's just going to grow from there but I do acknowledge what Commissioner Townsend says. Nationally we've conducted Free Fair and Open Elections and now we have an opportunity to look at a way of running it more efficiently. I think we need to proceed with caution but the fact of the matter is the number of people voting by mail is increasing.

Commissioner Townsend stated that perhaps the way to get her not to stand in line for 6 hours to vote is to make polling places more efficient NOT to get rid of her polling place. I understand I'm just real cautious about that. I have some people at my church who are quite alert and active at my church but because of their history and background and because of where they come from are NEVER going to vote by mail. They are going to go to the polls because of what it costs for them to be able to go to the polls and I never voted absentee and never would have until I got on this commission.

Commissioner Rowe stated that I think it's a good comment and we need to keep that in mind. I do know that in SF polling places are close in proximity.

Commissioner Matthews moved that the President or the President's designee be authorized by this commission to look into this topic and further it by

investigation in Sacramento conversation with anyone in legislature before we approach our city lobbyist have to report back to the commission and the

commission can make a decision at that point. Commissioner Safont seconded.

Commissioner Gleason stated that this type of proposal has been made before in Sacramento both the assembly and the state legislature both have election committees; he thinks Lonnie Hancock chairs for the state senate side. As part of this somebody should do the background research on this, he volunteer to do it and provide it to everybody at the next meeting on what's been done in the past and the players involved.

Roll call vote UNANIMOUS to APPROVE.

NO PUBLIC COMMENT

7. Discussion and possible action regarding voter registration through the California Department of Motor Vehicles.

Commissioner Gleason reached out to Kim Alexander and she has not reached out back to him. He has located some documents the Election Commission had from four years ago but would like to continue this for the next meeting.

8. Commissioners' Reports

Commissioner Townsend reports that tonight is his last meeting. He reminded the Mayor's office last week that this was his last meeting and President Rowe may want to send him a gentle reminder as well.

President Rowe thanked Commissioner Townsend and commended him for his service and for being the longest serving Commissioner serving 12 consecutive years.

9. Announcements

Disclosure forms coming up; SEI Form 700, Ethics Training Forms due April 2, 2013, Sunshine Ordinance April 1, 2013 Must have original signature from you so fax/email is unacceptable.

10. Discussion and possible action regarding items for future agendas.

11. Public Employee Performance Evaluation: Commission Secretary Tachina Alexander

Back in Open Session at 7:38 pm

Commissioner Townsend made a motion: That the Elections Commission (not) disclose its closed session deliberations regarding the public employee performance evaluation. Commissioner Matthews seconded.
ROLL CALL VOTE WAS UNANIMOUS to NOT DISCLOSE.

12. Adjournment 7:39pm

ELECTIONS COMMISSION
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Richard Matthews
Gerard Gleason
Rosabella Safont
Arnold Townsend
Winnie Yu

John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting

Wednesday, March 20, 2013
6:00 p.m.

City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

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Order of Business

1. Call to Order & Roll Call.

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2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.

3. Approval of Minutes from previous meeting.

Discussion and possible action to approve the Minutes of the February 20, 2013 Elections Commission Meeting. (Attachment: February 20, 2013 draft minutes.)

4. Director's Report.

Division Updates

Budget/Personnel	Technology Division
Campaign Services	Voter Services
Outreach	
Publications	
Poll Worker Division	

5. Discussion and possible action regarding reducing and consolidating precincts.

Discussion and possible action regarding reducing and consolidating precincts by taking into consideration permanent vote by mail voters.

6. Discussion and possible action regarding voter registration through the California Department of Motor Vehicles.

Discussion and possible action regarding voter registration through the California Department of Motor Vehicles.

7. Commissioners' Reports

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

8. Announcements

9. Discussion and possible action regarding items for future agendas.

10. Adjournment

There will be an opportunity for public comment on each agenda item.

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Elections Commission Meeting
Wednesday, March 20, 2013
6:00 p.m.
City Hall, Room 408
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San Francisco, California 94102

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1. Call to Order & Roll Call

President Jill Rowe called the meeting to order at 6:00 pm. PRESENT: Commissioners Jill Rowe, Rosabella Safont, Richard P. Matthews, Catalina Ruiz-Healy and Gerard Gleason. Commissioner Winnie Yu arrived at 6:011 pm.

2. Public comment on any issue not on the agenda.

NO PUBLIC COMMENT

3. Approval of Minutes from previous meetings.

Commissioner Matthews motioned to approve the Minutes of the February 20, 2013 Elections Commission Meeting and it was seconded by Commissioner Ruiz-Healy. Commissioner Matthews noted that the draft minutes should be revised such that the parenthesis around the word "not" be removed on page six under item number eleven. The roll call vote was UNANIMOUS to APPROVE the minutes as revised. NO PUBLIC COMMENT.

4. Director's Report.

Director Arntz

Division Reports

- (a) Administrative (Budget/Personnel) – Submitted the budget to the Mayor's office on February 21, 2013, and they have until May 1st until they turn it over to the board. After May 1st we will get questions from the board's budget analyst, Harvey Roseschaub, then in June hearings will be scheduled for next fiscal year and our first one will be in the third week of June. The referendum that's on the budget for November is for 8 Washington Street which is the condos down by the Embarcadero. This was approved by the board last year, circulated, and found sufficient by the department to place the question before the voters in the general election, which will be this November. Due to the length of the referendum, Director Arntz is trying to get the information

pared down such that only the pertinent information will be printed in the voter guide.

This week the board did the first reading of the amendments to the local elections code. This is something that we started 1 ½ years ago where we wanted to clarify some language, remove a disclaimer at the heading for each argument the board submits for the voter guide, and fine-tune the language to match recent campaign and finance reform changes that happened last year.

Issued postings for IT position within the Department, then went through the city process and posted it online with the City on the DHR website, and statewide on the electronic bulletin board called ElecNet (which covers all of the Elections Departments in the State).

Still working on creating budget information that gives us real time budget data.

- (b) Ballot Distribution – working on the processes to improve the vote-by-mail ballots in order to be more efficient. The Department was able to reduce the number of temp hours by 56% through automation and breaking down the process. Worked with IT and repositioned ballot counting machines in the computer room, made more space for everyone, and scanning bar codes so that we know where we are in the process of counting due to the number of steps involved in the RFID process.
- (c) Campaign Services - Monday was the 135th Anniversary of the Department of Elections so the Department had a party, created a video with Powerpoint and uploaded it on the website, and sang Happy Birthday. Several items of interests were found and made available for the Department to view and one of those items was an old statement of vote from 1904 with 40,000-50,000 registered voters. Another item of great interest was a report entitled "How the Department reacted to the 1906 Earthquake." Director Arntz indicated that he would make that item available to the Commission.
- (d) Outreach Division - Looking to expand energies into social media. They want to do weekly updates and provide pictures and videos on Facebook so they're planning it now. They're planning what the message will be and what videos and what pictures to post throughout the year. They've gone to the naturalization ceremonies and registered 180 from SF this past week and 512 from other counties. Every 1st Wednesday they'll be at the steps of the Main Library to provide voting information. The attended a Summer Resources Fair for SF Families this month and the Community Involvement Fair at the Ida B. Wells High School and registered 19 Seniors. Next month they're going to the OMI Excelsior Fair and some Earth Day events where they'll be pushing the Electronic Voter guide. Starting with this election the post office wants to cut Saturday deliveries/pick-ups so since our outside City Hall vote-by-mail drop-off was so successful we're going to increase it to four days. We will do it Saturday, Sunday, Monday, and Tuesday. We will create something like the Urban Parks where they take away viable parking spots in front of coffee shops and make them parks. Well we'll have an Urban Voting Park. perhaps taking some parking spaces from the Supervisors and creating our own Urban voting park for those four days. Since Tachina was a big part of that and the people loved it we're going to make it a

bigger deal and advertise it more so that we maximize our exposure so people know where to easily find us.

- (e) Publications Division – they've been looking at how they can streamline the audio component of the touchscreen ballot by working with the vendor setting criteria markers that they have to meet by certain deadlines. They've sent masthead information for the ballots to the printer so the tops of the ballots should be completed for the November Election and will be finished in a couple of weeks. As soon as that is returned they can begin working on a shell for the November Election. They've sent out "Common Pages" which are structural pages with standard wording such as "Register to Vote, etc."
- (f) Poll Worker Division – they had their first Poll Worker Networker Meeting Monday. 21 attendees discussed ideas for the department including: Put an index in the Poll Worker Guide; Add a Table of Contents; Add more pictures. Their next meeting is in May as they do not have a date set yet. The secure plastic bags cost a lot of money so they are looking to find another cost effective container. They are also working on more bi-lingual training on the Department's website which is more entertaining.
- (g) Precinct Services – they've been working on consolidating the polling places for this election, which is a local election, trying to find the best way to reduce the number of polling places without making it inconvenient for the voters to get there. Right now they have 410 precincts down from 590 and there will be 390 polling places vs. 572 that we had from last election.
- (h) Technology Division – they've been doing a lot of database work. Most of our databases are unique to the Department and were created to function only for the Department. The IT group is doing an outstanding job in automating each one of our divisions within the Department. They're inputting more information on the website so that poll workers can interact online and submit availability letters online verses mailing them in.
- (i) Voter Services – have been archiving and setting up things for the next election and database maintenance.

Commissioner Ruiz-Healy asked what is the Emergency plan for the Department of Elections if we have an earthquake a week prior to Election Day?

Director Arntz said it depends on what the damage is and what the circumstances are after the quake hits. We have an emergency plan every election and I believe I sent one to you all but if not I can. We have to hold the election so we would start with what we would normally do and go from there. If City Hall were damaged then we would go to other places in the city and we'd go to a more paper-based process.

Commissioner Ruiz-Healy asked how is the online registration process going in terms of numbers, , and also asked Director Arntz to consider providing on-line badges for poll workers and people who register others or become registered. It's essentially an open platform where you can get a virtual badge for doing certain things; you might consider this a part of your digital strategy.

Director Arntz stated the number of on-line registrations was several thousand but he would have to email her because he didn't remember specifically.

Commissioner Yu asked regarding data backup in case of an emergency is that

currently with the City or does the Department have its own secure server? Director Arntz stated that The Department is on the City's system but for Elections information we have our own servers because you can't tie election information into any outside connection so we back up daily and then once a week we send whatever tape we have to Sacramento. So if there were to be an issue we would lose some information, the work that was done that week potentially, but not everything.

Commissioner Yu stated, in connection with the social media campaign, that there is a function in Google videos where if a lot of people click on certain videos Google can start generating ads that could bring revenue, and I'm not sure if that would be a conflict, but it's possible.

Director Arntz agreed to look into it.

NO PUBLIC COMMENT

5. Discussion and possible action regarding reducing and consolidating precincts.

Commissioner Gleason handed out a 2-page document copies of election code regarding consolidation of precincts. The second document says Senate Bill No. 1342 that allows the consolidation of precincts subtracting the number of vote-by-mail permanent voters when specified conditions are met.

Commissioner Gleason stated that the formula seems almost impossible to be and asks the Director if it could take place in the state election where the number can be subtracted?

Director Arntz replied yes. The thing is once you subtract it you cannot have more permanent vote-by-mail voters than you have regular voters after the subtraction. That's why it's almost worthless. This is compromise language from someone submitting a bill to remove the permanence from the precinct counts. I don't know anyone who uses this. I've looked at it and it's senseless. We've never taken this approach.

Commissioner Gleason said there is no viable way to make this work?

Director Arntz said you could in some precincts. There are certain parts of the city where you will have more regular voters vs. permanent vote-by-mail voters but for most of the city and precincts you have more permanent vote-by-mail voters than regular voters so we wouldn't be able to apply this.

Commissioner Gleason stated that he put together a graph of the number of precinct voters vs. vote-by-mail voters dating by to 2000. He would like to add in the permanent vote-by-mail numbers because that's what's being impacted by all of this and then will email that to all the commissioners.

Another issue that we must consider that Commissioner Townsend brought up that I think he was right about is distribution of mailboxes. There was a lawsuit relating to SRO hotel rooms not having mailboxes. The Department of Elections didn't weigh in on that issue but we might need to look at it as far as changing consolidating elections are going to all mail balloting.

Director Arntz replied that he doesn't know any other counties that are using the formula nor does he know how closely they follow the requirements for number of people in a precinct either.

Commissioner Rowe stated that she wanted clarification for her own mind and perhaps for the record. "It sounds to me like what's been circulated is something that was an amendment to elections code section 1223 and I think what you're mentioning is subsection b. If I understand Director Arntz correctly, what this really means is it's unusable if there are more permanent vote-by-mail voters in any particular precinct than there are walk-in precinct voters. What Director Arntz

is saying is most precincts in San Francisco have more permanent vote-by-mail voters so this is unusable for us and that you're not aware of anybody else." Commissioner Rowe praised all of Commissioner Gleason's diligent research related to this subject. Seeing that he is now at the analysis stage she inquired if he was in need of additional support from the Commission due to you spearheading the upcoming agenda item.

Commissioner Gleason stated that now that he located this formula and has found out by the Director that it is unusable he thinks that everyone should review it, give it some thought, and we'll come back to it with the Director because there has got to be some way that we can consolidate these precincts. Commissioner Matthews asked Director Artz if he knew the policy reasons the legislators wanted to put in this subsection b formula? Why have a formula at all? Director Artz said that he didn't know because he didn't follow it that closely. Even the smaller counties on the eastern side of the state are almost all vote-by-mail so he can't think of any reason why this exists.

Commissioner Matthews proposes that the Election Commission look into getting rid of this formula and find out if any county has even used it or not to strengthen our case to do so.

Commissioner Rowe agreed with Commissioner Gleason and Commissioner Matthews about investigating how the formula started and who was the Assemblyperson who sponsored it.

NO PUBLIC COMMENT

6. Discussion and possible action regarding voter registration through the California Department of Motor Vehicles.

(Commissioner Gleason passed out Elections code section 2250; Draft of a letter to California Secretary of State dated June 19, 2008; backside Letter from Commissioner Jennifer Meek dated November 4, 2008; Future of California Elections).

Commissioner Gleason stated that the foundation that he works for funds civic democracy projects and he's involved with a group called Bay Area Democracy Funders. He went to a meeting recently and there was a group there called Future of California Elections, which is funded by James Irvine Foundation Group. I would like to invite Catherine Hazelton, who is the President of the group, to a future meeting next month to give a presentation to this Commission about the kinds of things that they are doing. One of their big pushes is impacted by this. They want to have more voter registrations take place and interactions with government agencies and I brought this up to them regarding the DMV. Section 2250 sounds like it's a note from your doctor and this is something that really needs to be addressed. Working with a group like FCE is somebody we could address this with because I don't think one more letter to the Secretary of State's office is going to do anything because they enacted this part of the election code as an excuse.

Commissioner Rowe asked Commissioner Gleason if he was suggesting in order to advance item number 6, rather than write another letter to the Secretary of State as we've done in the past, that we reach out to this group the Future of California Elections and begin to see if they're interested in advancing that cause?

Commissioner Gleason replied yes. Because if you look at their documents and the items that they're advancing a big portion of that is voter registration through government agencies whether they're state or county social services agencies.

Commissioner Rowe stated that it is within the authority that was granted to Commissioner Gleason to go ahead and reach out to this group and see if they have interest and see what might happen from here and report back to us at the next meeting to where that leads.

Commissioner Gleason asked if it would be okay if he could extend an invitation to the President Hazleton to come and give a 3-minute presentation at our next meeting on what they're doing?

Commissioner Rowe agreed.

NO PUBLIC COMMENT

7. Commissioners' Reports

Catalina Ruiz-Healy has been reappointed by the SF Board of Education.

NO PUBLIC COMMENT

8. Announcements

9. Discussion and possible action regarding items for future agendas.

10. Adjournment 6:58pm

ELECTIONS COMMISSION
City and County of San Francisco



Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Arnold Townsend
Winnie Yu

John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting

Wednesday, April 17, 2013
6:00 p.m.

City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

1:00 p.m. nst
GOVERNMENT
DOCUMENTS DEPT

APR 12 2013

Order of Business

SAN FRANCISCO
PUBLIC LIBRARY

1. Call to Order & Roll Call.

2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.

3. Approval of Minutes from previous meeting.

Discussion and possible action to approve the Minutes of the March 20, 2013 Elections Commission Meeting. (Attachment: March 20, 2013 draft minutes.)

4. Director's Report.

Division Updates

Budget/Personnel (Admin.)	Precinct Services / ADA
Ballot Distribution	Publications
Campaign Services	Technology (MIS)
Outreach	Voter Services
Poll worker	Warehouse

5. Discussion and possible action regarding reducing and consolidating precincts.

Discussion and possible action regarding reducing and consolidating precincts by taking into consideration permanent vote by mail voters.

6. Discussion and possible action regarding voter registration through the California Department of Motor Vehicles.

Discussion and possible action regarding voter registration through the California Department of Motor Vehicles.

7. Discussion regarding the bylaws of the Elections Commission.

Discussion regarding the bylaws of the Elections Commission and potential amendments thereto. (Attachment: bylaws.)

8. Commissioners' Reports

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

9. Announcements

10. Discussion and possible action regarding items for future agendas.

11. Adjournment

There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

Cell phones, pagers and similar sound-producing electronic devices: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Disability Access: The Elections Commission meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in a meeting, please contact the Department of Elections at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Late requests will be honored, if possible. Services available on request include the following: American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes. Please contact the Department of Elections at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for a disability-related modification or accommodation.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code): Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE

ORDINANCE TASK FORCE, CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO CA 94102-4689; PHONE: (415) 554-7724; FAX: (415) 554-7854; E-MAIL: SOTF@SFGOV.ORG.

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

Lobbyist Registration and Reporting Requirements: Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; and website: www.sfgov.org/ethics.

Bylaws

SAN FRANCISCO ELECTIONS COMMISSION

BYLAWS

(Last amended at the meeting of The Elections Commission on January 20, 2010)

ARTICLE I

THE COMMISSION

Section 1. Commission Designation.

The Commission is officially designated "The San Francisco Elections Commission" (hereinafter the "Commission").

Section 2. Site

The Commission's principal office and site for filing all relevant documents is: Room 48, 1 Carlton Goodlett Place, San Francisco, California 94102.

ARTICLE II

PURPOSE

Section 1. Purpose.

A. The Commission shall oversee all public, federal, state, district, and municipal elections in the City and County of San Francisco, as well as set general policies for the Department of Elections.

B. The Commission shall be responsible for the proper administration of the general practices of the Department of Elections subject to the San Francisco Charter's budgetary and fiscal provisions as well as other applicable state and federal laws.

ARTICLE III

COMMISSION'S EXISTENCE AND OPERATIONS

Section 1. Commission Establishment.

The Commission exists and functions pursuant to Section 13.103.5, of the San Francisco Charter which establishes the jurisdiction, number of members of the Commission, Commissioners' terms, the term limitations, the employment limitations, and other relevant matters controlling the Commission's operation. (See, Attachment "A").

The Commission also generally functions pursuant to Sections 4.102 – 4.104 of the San Francisco Charter, except to the extent that a given subsection conflicts with or is incompatible with the Sections 13.103.5 or 13.104 of the San Francisco Charter.

Section 2. Public Officials

Because the Charter provision creating the Commission makes Commission members officials of the City and County of San Francisco, the Commissioners are eligible for health benefits pursuant to Section A8.420, San

Francisco City Charter. (See, Attachment "B").

ARTICLE IV

COMMISSION'S POWERS AND DUTIES

- A. The Commission shall create and implement general plans and policies consistent with the Commission's stated Charter purposes and objectives.
- B. The Commission shall consider approval of written plans, prior to each election, submitted by the Director of Elections, detailing the policies, procedures, and personnel that will be used to conduct the election.
- C. The Commission shall conduct an assessment of how well the election plan referred to in subsection (B) above succeeded in carrying out a free, fair and functional election.
- D. After public hearing, the Commission shall approve a departmental budget subject to Section 9.103, of the San Francisco Charter.
- E. The Commission shall recommend to the Board of Supervisors rates, fees, and similar charges within the Commission's jurisdiction.
- F. The Commission shall hire, manage, and supervise the Director of the Department of Elections.
- G. The Commission shall conduct investigations into areas within the Commission's jurisdiction by holding hearings and taking testimony, and make recommendations to the Mayor or Board of Supervisors.
- H. The Commission shall appoint an Executive Secretary to manage the affairs and operations of the Commission.
- I. The Commission shall retain temporary counsel for specific purposes.
- J. The Commission shall formulate, evaluate, and approve goals, objectives, plans and programs and set general policies consistent with the overall objectives of the City and County.
- K. The Commission shall exercise such other powers and duties as shall be prescribed by the Board of Supervisors which are not inconsistent with other laws which apply to the Elections Commission.
- L. The Commission shall adopt rules and regulations consistent with the San Francisco Charter and ordinances of the City and County setting forth general policies and practices relating to all public elections conducted by the department. No rule or regulation shall be adopted, amended, or repealed, without a public hearing. At least ten days' public notice shall be given for such a public hearing. All such rules and regulations shall be filed with the Clerk of the Board of Supervisors.
- M. The Commission shall prepare an annual report describing its activities and shall file such report with the Mayor and the Clerk of the Board of Supervisors consistent with the Commission's duties under Section 4.103 of the San Francisco Charter and Sections 1.56 and 8.16 of the Administrative Code. This annual report shall cover the calendar year of the Commission's President's term, from January 1 through December 31.
- N. The Sunshine Ordinance requires the Commission Secretary to maintain a public review file containing a copy of any communication which the Commission Secretary has distributed to or received from a quorum of the Commission concerning a matter calendared by the body within the previous 30 days or likely to be calendared within the next 30 days. The Commission's public review file shall include any correspondence sent to a majority of the Commission in connection with any matter within the jurisdiction of the Commission (regardless of whether it has been calendared or is likely to be calendared in the previous or next 30 days). Any Commissioner who knowingly receives correspondence that on its face is addressed to a majority of the Commission concerning such a matter shall forward such correspondence to the Commission Secretary for inclusion in the public review file.

ARTICLE V

OFFICERS

Section 1. Officers.

- A. The Commission's executive officers are President and Vice President, who serve at the Commission's pleasure.

- B. The Commission shall elect the executive officers by majority vote of the Commission's full membership. The election of Commission executive officers shall be conducted at a Commission meeting in January of each year. The terms shall begin immediately at the conclusion of the meeting in which elections are held.
- C. The Executive Officers' terms are one year.
- D. If a vacancy occurs in either executive office, the Commission shall elect new Executive Officer by majority vote of the Commission's full membership at the next regular meeting.

Section 2. The President:

- A. The President shall preside at all Commission meetings when present.
- B. The President, with the Commission's advice, shall prepare the agenda for all meetings.
- C. The President shall appoint all committee members and committee chairs who serve at the President's pleasure.
- D. In the president's absence, the vice president shall preside at the Commission meeting. In the absence of both the president and vice president, the Commission shall elect a president pro tem who shall preside at the Commission meeting.
- E. The President shall present a draft annual report to the full Commission in January of each year following completion of the President's term the previous calendar year and the annual report shall be approved by the full Commission no later than February 28th of that year.

Section 3. The Vice President:

- A. In the absence of the President, the Vice President shall act.
- B. The Vice President shall perform such other duties as the President may determine.

ARTICLE VI

COMMISSION STAFF

Section 1. Director of Elections.

- A. Section 13.104 of the San Francisco Charter establishes the Director of Election's duties, term of service, method of removal shall control the Director's official conduct.
- B. The Director shall attend all Commission and committee meetings.
- C. The Director shall report timely and regularly to the Commission on all matters concerning the Department's operation.

Section 2. Commission Executive Secretary.

- A. The Executive Secretary shall attend all Commission and committee meetings.
- B. The Executive Secretary shall be responsible for the proper recordation and distribution of all Commission actions, correspondence, agendas, and other duties assigned by the Commission President, including research, assisting committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping the Department of Elections staff prepare presentations before the Commission, representing the Commission at public and political gatherings as required by the Commission President.
- C. The Executive Secretary shall also serve as Executive Assistant to the Commission President and, as such Executive Assistant to the Commission President, shall be responsible for communication between the Commission members, the Commission, and the Director, Department of Elections as well as other tasks the President shall assign.

Section 3. Annual Reviews of Director of Elections and Commission Executive Secretary.

The Commission shall conduct performance reviews for the Director of Elections and the Executive Secretary during each fiscal year beginning the fiscal year for 2008-2009. Each such review shall include, but need not be limited to, a self-assessment and a written or in-person evaluation of that individual's performance by the Commission.

ARTICLE VII

COMMITTEES

Section 1. Standing Committee.

The Commission shall establish one standing committee, the Budget and Oversight of Public Elections Committee. The regular meeting of the Committee shall be held on the First Wednesday of each month at 6:00 p.m., except in the case of a City-recognized holiday, when the meeting shall be held on the first Thursday following the first Wednesday of the month. Meetings shall be held at City Hall, one Dr. Carlton B. Goodlett Place, Room 421, in the City of San Francisco. The Commission or the Committee may change the date, time or place of its regular meeting by motion. At any time, the President of the Commission or the Chair of the Committee may cancel a regular meeting, subject to provision of appropriate notice.

Section 2. Additional Committees.

The Commission may create additional committees when the Commission determines, by a majority vote, such additional committees are necessary.

Section 3. Committee Operations.

- A. Each committee shall consist of three members.
- B. A quorum shall consist of a majority of the committee members.
- C. The Committee shall act through majority vote of the Committee.
- D. If any Committee adopts a motion making any recommendation to the Commission, the Commission president shall place that items on the agenda for the next Commission meeting.

ARTICLE VIII

MEETINGS

Section 1. Quorum.

- A. A quorum shall consist of a majority of the Commission.
- B. For a motion or other transaction to be adopted by the Commission, it must receive a majority vote of the Commission membership.

Section 2. Public Comment.

- A. The Commission meetings are public; the Commission shall encourage public comment.
- B. Any public member may address the Commission once for up to three minutes on any agenda item.
- C. Public comment is hereby made a permanent agenda item.
- D. When an item may generate considerable public comment, the presiding officer, at his or her sole discretion, can require public commentators to sign up with the Executive Secretary.
 - 1. Public commentators will speak based on "sign up" order.
 - 2. Public commentators who do not sign or do not wish to give their name may comment after those who signed up to speak.
- E. The presiding officer shall have the right to restrict public comment to a maximum of one minute if circumstances warrant restriction.

Section 3. Public Minutes.

A. The Commission shall record minutes of each meeting and shall comply with the provisions of the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.16).

B. Whenever practicable, the Commission shall approve the minutes at the next Commission meeting.

Section 4. Regular Meetings.

A. Regular meetings shall be held on the third Wednesday of each month at 7:00 p.m., except in the case of a City-recognized holiday, when the meeting shall be held on the first Thursday following the third Wednesday of the month. Meetings shall be held at City Hall, One Dr. Carlton B. Goodlett Place, Room 408, in the City of San Francisco.

B. The Commission may change the date, time or place of its regular meeting by motion. At any time, the President may cancel a regular meeting, subject to provision of appropriate notice.

C. Regular meetings and/or special meetings may be held at other places, dates or times, subject to provisions of appropriate notice.

Section 5. Closed Meetings.

A. The Commission is authorized to hold closed (non-public) meetings for limited purposes to discuss and act on matters such as threats to the security of the Department of Elections, consideration of the appointment, employment, evaluation, performance, or dismissal of the Director, Department of Elections, or Commission Executive Secretary, or pending litigation.

B. Upon consultation of the City Attorney, and after determination a closed session is both authorized and appropriate under the circumstances, the President of the Commission may call a closed session.

Section 6. Special Meetings.

The President of the Commission may call special meetings to address specific matters.

Section 7. Attendance.

1. Except in the event of a notified absence (defined below), each member of the Commission is expected to attend each regular, special, or Committee meeting of which he/she is a member.

2. A member's absence shall constitute a notified absence where the member, in advance of the meeting, informs the Secretary of the Commission or other person whom the Commission has designated that the member will be absent. An absence due to unforeseen circumstances such as illness or emergency shall also qualify as a notified absence where the member reports such absence to the Secretary as soon as reasonably possible.

3. The Secretary of the Commission shall maintain a record of attendance and shall report all instances of non-notified absences as well as any instance of three consecutive absences of a member from regular meetings to the member's appointing authority.

4. At the end of each fiscal year, the Secretary of the Commission shall submit a written report to the appointing authorities of the Commission's membership detailing each Commission member's attendance at all meetings of the Commission for that fiscal year.

ARTICLE IX

VOTING

Section 1. Voting and Abstention.

A. Each member present at a Commission shall vote yes or no when a question is put unless excused from voting by a motion adopted by a majority of members present.

B. If a question of conflict of interest arises, the Commissioners, by majority vote, shall determine if such conflict exists and shall excuse that Commissioner from voting on the question if a conflict is found.

Section 2. Voting By Proxy.

No proxy voting shall be allowed.

ARTICLE X

COMMISSION DEALINGS WITH THE DEPARTMENT OF ELECTIONS

The Commission shall deal with the Department of Elections solely through the Director of Elections, or his or her designees; and any dictation, suggestions, or inference prohibited by the San Francisco Charter on the part of any Commission member shall constitute official misconduct; provided, however, nothing contained in this section shall restrict the Commission's powers of oversight of all public elections conducted by the department, hearing, and inquiry provided in the San Francisco Charter.

ARTICLE XI

COMMISSION ANNALS

Section 1.

Each year, the Commission President shall cause to be bound the "Commission Annals".

Section 2.

Such annals shall be divided into the following sections in a manner so that succeeding Commissions have ready access to the information contained therein:

- A. Budget for the year;
- B. President's report;
- C. Commission minutes;
- D. Other information the Commission deems significant and of assistance to subsequent Commissions.

Section 3.

It is the intent to preserve and pass on to successive Commissions relevant information so as to make more effective subsequent Commission tenures by providing institutional memory to assist in resolution of recurring Commission problems.

ARTICLE XII

ROBERT'S RULES

At the President's discretion, unless the Charter or other law requires otherwise, meetings shall be governed by the most recent edition of Roberts Rules of Order Newly Revised.

ARTICLE XIII

BY LAW AMENDMENTS

The Elections Commission may amend these Bylaws by majority vote of the full Commission after circulating the proposed amendments at least ten (10) days prior to the meeting where a motion to amend is to be made.

ARTICLE XIV

The Elections Commission operations calendar

- A. The Commission shall establish and maintain an Elections Commission Operation Calendar.
- B. Such calendar shall, on a monthly basis, state specifically the Commission's mandated activities for each month of the calendar year.
- C. The Commission President, the Commission Secretary, and the Director of Elections shall meet at a convenient time and place to create such calendar to ensure that such calendar coordinates effectively the Commission and Department's activities.

1. These individuals shall be designated the Calendar Committee and shall have all powers necessary to determine all relevant matters in the calendar's creation and maintenance.
2. After the Calendar's creation, it shall be available to all parties who request a copy of it.

D. The Calendar's dates and events are non-binding, advisory in nature, and have no enforceable legal effect and shall be subject to change with or without notice in the sole discretion of the Calendar Committee or its designee.

ATTACHMENT – B

San Francisco Charter

APPENDICES

APPENDIX A EMPLOYMENT PROVISIONS*

A8.420 ESTABLISHMENT OF AND MEMBERSHIP IN HEALTH SERVICE SYSTEM

A health service system is hereby established. Said system shall be administered by the human resources department subject to the approval of the health service board. The members of the system shall consist of all permanent employees, which shall include officers of the city and county, of the San Francisco Unified School District, and of the Parking Authority of the City and County of San Francisco and such other employees as may be determined by ordinance, subject to such conditions and qualifications as the board of supervisors may impose, and such employees as may be determined by collective bargaining agreement. Any employee who adheres to the faith or teachings of any recognized religious sect, denomination or organization and, in accordance with its creed, tenets or principles, depends for healing upon prayers in the practice of religion shall be exempt from the system upon filing annually with the human resources department an affidavit stating such adherence and dependence and disclaiming any benefits under the system. The human resources department shall have the power to exempt any person whose compensation exceeds the amount deemed sufficient for self coverage and any person who otherwise has provided for adequate medical care. Any claim or request for exemption denied by the human resources department may be appealed to the health services board.

ATTACHMENT A

SEC. 13.103.5. ELECTIONS COMMISSION.

An Elections Commission shall be established to oversee all public federal, state, district and municipal elections in the City and County. The Commission shall set general policies for the Department of Elections and shall be responsible for the proper administration of the general practices of the Department, subject to the budgetary and fiscal provisions of this Charter. These duties shall include but not be limited to approving written plans prior to each election, submitted by the Director of Elections, detailing the policies, procedures, and personnel that will be used to conduct the election as well as an assessment of how well the plan succeeded in carrying out a free, fair and functional election.

The Commission shall consist of seven members who shall serve five-year terms. No person appointed as a Commission member may serve as such for more than two successive five-year terms. Any person appointed as a Commission member to complete more than two and one half years of a five-year term shall be deemed, for the purpose of this section, to have served one full term. No person having served two successive five-year terms may serve as a Commission member until at least five years after the expiration of the second successive term in office. Any Commission member who resigns with less than two and one half years remaining until the expiration of the term shall be deemed, for the purposes of this section, to have served a full five-year term.

The Mayor, the Board of Supervisors, the City Attorney, the Public Defender, the District Attorney, the Treasurer, and the Board of Education of the San Francisco Unified School District each shall appoint one member of the Commission. The member appointed by the Mayor shall have a background in the electoral process. The member appointed by the City Attorney shall have a background in elections law. The member appointed by the Treasurer shall have a background in financial management. The members appointed by the District Attorney, Public Defender, the Board of Education of the San Francisco Unified School District, and the Board of Supervisors shall be broadly representative of the general public. In the event a vacancy occurs, the appointing authority who appointed the member vacating the office shall appoint a qualified person to complete the remainder of the term. All members

initially appointed to the Election Commission shall take office on the first day of January, 2002.

The initial terms of Commission members shall expire according to the following guidelines: the term of the members appointed by the Mayor and the Board of Education of the San Francisco Unified School District shall expire on January 1, 2003; the term of the members appointed by the Board of Supervisors and the Treasurer shall expire on January 1 2004; the term of the member appointed by the City Attorney shall expire January 1, 2005; the term of the member appointed by the Public Defender shall expire January 1, 2006; and the term of the member appointed by the District Attorney shall expire January 1, 2007.

Members of the Commission shall serve without compensation. Members of the Commission shall be officers of the City and County, and may be removed by the appointing authority only pursuant to Section 15.105. During his or her tenure, neither a member nor an employee of the Commission may: hold any other public office or employment with the City, state or federal government, with a district governmental body, with the governing body of any political party, with any City, district, state or federal official, or with a member of the governing body of any political party; participate in contribute to, solicit contributions to publicly endorse or urge the endorsement of a campaign supporting or opposing a candidate for City, district, state or federal office appearing on the ballot in San Francisco, the governing body of any political party appearing on the ballot in San Francisco, or a City, regional or state ballot measure appearing on the ballot in San Francisco; be an officer, director or employee of or hold a policymaking position in an organization that makes political endorsements regarding candidates or ballot measures appearing on the ballot in San Francisco; be a registered lobbyist or campaign consultant as defined under the City's lobbyist or campaign consultant ordinances; or employ or be employed by, or receive any gifts or other compensation from, a person required to register as a lobbyist or campaign consultant under the City's lobbyist or campaign consultant ordinances, a person who employs someone required to register as a lobbyist or campaign consultant under the City's lobbyist or campaign consultant ordinances, or a person who is employed by or holds office in an organization that makes political endorsements regarding candidates or ballot measures appearing on the ballot in San Francisco. If a person appointed to the Elections Commission is, at the time of appointment, an officer, director or employee of or holds a policymaking position in an organization described herein, that person shall be eligible to serve on the Elections Commission only if he or she resigns from his or her office or employment with that organization within thirty days of appointment.

For the purpose of this Section, "district" shall mean an existing or proposed public entity whose area includes any portion of the City and County of San Francisco or whose candidates or measures appear on the ballot in San Francisco. This Section is not intended to prohibit a member or employee of the Commission from serving with the federal or state military reserves. (Added November 2001)

ATTACHMENT C

SEC. 13.104. DEPARTMENT OF ELECTIONS.

A Department of Elections shall be established to conduct all public federal, state, district and municipal elections in the City and County. The department shall be administered by the Director of Elections, who shall be vested with the day-to-day conduct and management of the Department and of voter registration and matters pertaining to elections in the City and County. The Director shall report to the Elections Commission.

For purposes of this section, the conduct of elections shall include, but not be limited to: voter registration; the nomination and filing process for candidates to City and County offices; the preparation and distribution of voter information materials; ballots, precinct operations and vote count; the prevention of fraud in such elections; and the recount of ballots in cases of challenge or fraud.

The Director shall be appointed by the Elections Commission from a list of qualified applicants provided pursuant to the civil service provisions of this Charter. The Director shall serve a five-year term, during which he or she may be removed by the Elections Commission for cause, upon written charges and following a hearing. The Elections Commission shall present the written charges to the Director no less than thirty days before the hearing. If the Elections Commission votes to remove the Director, he or she shall have the right to appeal to the Civil Service Commission. On appeal, the Civil Service Commission shall be limited to consideration of the record before the Elections Commission; however, the Civil Service Commission may independently evaluate and weigh evidence and may in its discretion consider evidence proffered to the Elections Commission that the Commission excluded and may in its discretion exclude evidence that the Elections Commission considered. The term of the Director shall expire five years after his or her appointment. No less than thirty days before the expiration of the Director's term, the Elections Commission shall appoint a Director for the next term, who may but need not be the incumbent Director. Subject to the civil service provisions of this Charter, the Director shall have the power to appoint and remove other

employees of the Department of Elections.

In addition to any other conflict of interest provisions applicable to City employees, the Director of Elections and all other employees of the Department of Elections shall be subject to the conflict-of-interest provisions in Section 13.103.5. The Elections Commission, may upon the recommendation of the Director of Elections and a finding that the Department will not have adequate staffing to conduct an election, request from the Board of Supervisors a waiver of the conflict-of-interest provisions in Section 13.103.5 for employees working no more than thirty days in a single calendar year. The Board of Supervisors shall approve or deny such requests from the Elections Commission by motion. (Amended November 2001)

ELECTIONS COMMISSION
City and County of San Francisco

Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Arnold Townsend
Winnie Yu



John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting
Wednesday, April 17, 2013
6:00 p.m.
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

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DRAFT MINUTES

1. Call to Order & Roll Call

President Jill Rowe called the meeting to order at 6:01 pm. PRESENT: Commissioners Jill Rowe, Gerard Gleason, Winnie Yu, Rosabella Safont, Catalina Ruiz-Healy. EXCUSED ABSENCE: Commissioner Richard Matthews.

2. Public comment on any issue within the Elections Commission's general jurisdiction. NO PUBLIC COMMENT

3. Approval of Minutes from previous meetings.

Commissioner Safont motioned to approve the Minutes of the March 20, 2013 Elections Commission Meeting and it was seconded by Commissioner Gleason. Commissioner Safont requested a correction under Director's Report line 4; the budget analyst name should read "Harvey Rose."
The roll call vote was UNANIMOUS to APPROVE the minutes as corrected.

4. Director's Report.

Director Arntz

Division Reports

- (a) Administrative (Budget/Personnel) – Tying up fiscal year, creating orientation video which will include the DHR handbook and will put that on an internal website.
- (b) Ballot Distribution – working on automation plans for November; met with the Mayor regarding central Market and Broadway Community Business District Election which is scheduled to begin in May.
- (c) Campaign Services – looking at their guides and going through files
- (d) Outreach Division – created Access Assisted Information for All Voters Brochure. It was printed using grant funds from Help America Vote Act that the Secretary of State Office dispersed last year. They have 47 organizations that will participate in their voter outreach network meetings. They're working with Mayor's office on ways to announce and distribute brochure. They've been participating in citizenship

ceremonies and continue to station themselves at the main library every 1st Wednesday of the month to provide registration information. Upcoming events meeting in May, 3 more ceremonies, Richmond Community Health Fair May 4th, District 11 Town Hall at Minnie & Lovey Ward Recreation Center May 4th, and The Asian Heritage Street Celebration in the Civic Center. Expanding social media and would like the commissioners to "Like" them on their Facebook page.

- (e) Poll Worker Division – working with the vendor that formats the voter guide to review the poll worker manual to make it more user friendly. Poll worker networker meeting is set to take place in May. "Insight Clerk Job" will be on the upcoming agenda.
- (f) Precinct Services – completed consolidation of polling places for this election.
- (g) Publications – sent "common pages" materials to vendor and waiting on feedback.
- (h) Technology Division – transitioned to a new server and completed a new ballot designation database. Created a poll worker profile page so that poll workers can interact with the Department online.
- (i) Voter Services – voter file maintenance. They have received some deceased listings from the state; duplicate file information from the state, and files from the DMV, and we're looking through their files to see where any stress points are in their process that can be remedied.

NO PUBLIC COMMENT

5. Discussion and possible action regarding reducing and consolidating precincts.

Commissioner Gleason stated that he sent an email regarding section 12223B of the Election Code. In short this made sure that voters didn't have to go too far to a precinct to vote. San Francisco is at that point where this should be modified from having precincts of 1,000 voters as a maximum and we should be allowed to do some type of modification to save money. In so doing we need to keep in mind that other counties have proximity issues.

Commissioner Rowe agreed that it is a good idea to draft a communication and requested that Commissioner Gleason work with the Director on the content of it for our next meeting.

Assistant District Attorney Mollie Lee stated that proposals to change state legislation need to either go through city state legislation committee or through the board of supervisors.

Commissioner Rowe asked if we were able to consolidate for statewide election purposes would you still consolidate even further for the municipalities or would this eliminate that problem?

Director Arntz stated that if we had 410 polling places for this upcoming election we would stick to that number going forward. We do look at proximity and barriers as well. When you get below that number you start running into problems like trying to cross 280 or go up Diamond Heights to go vote so 410 is our limit as far as consolidation is concerned.

Commissioner Rowe stated that this proposal could actually benefit an issue that we're not looking at primarily but benefit the issue of voters having to switch from one polling place to the next between statewide and municipal elections.

Commissioner Gleason stated yes the issue is efficient operation and the other is keeping a steady known location where people will be able to vote.

Commissioner Rowe stated that it would be worth noting that in the proposal as a benefit for our county and that Commissioner Gleason should begin drafting it before the next meeting if possible.

Commissioner Yu asked for the 410 precincts are they prioritized or selected in a certain way in regards to accessibility?

Director Armtz said yes that there is a criterion that is used and he can bring that to the next meeting. All of the sites ought to be accessible.

NO PUBLIC COMMENT

6. Discussion and possible action regarding voter registration through the California Department of Motor Vehicles.

Commissioner Gleason believes that this is an issue that we need to collaborate with the Future of California Elections speaker, next week, Katherine Hazleton and then communicate to the state of California that this issue has not been resolved. Commissioner Gleason has the communication that was previously drafted 4 or 5 years ago and will bring that to the next meeting in order to reiterate the need to address and resolve the issue.

NO PUBLIC COMMENT.

7. Discussion regarding the Bylaws of the Elections Commission

Commissioner Rowe stated that she has looked through the current attached Bylaws and it wasn't clear if they reflected all of the changes that were approved by the commission in January 2010 but there is a general belief that they are. She proposes that everyone read through these and email her any specific redline changes they'd like to make and she will compile and circulate the redline version so we can go through them at the next meeting. We won't be able to formally approve anything at the next meeting because the process of the amendment of the bylaws requires whatever we're going to approve be made available to the public 10 days before. So the process I'm trying to put together is today we'll talk about some of the big changes, send me your comments, have something submitted for the next meeting so we'll have a general understanding of what we think people would like, and then we can vote on that final version at the meeting after that.

Commissioner Yu asked if the goal of reviewing bylaws is to see if it makes sense to have it or are we also thinking about adding additional content?

Commissioner Rowe stated that her view is that we should do both.

Commissioner Rowe, in section 1a on Purpose is there any sort of special election that is not covered in that list?

Director Armtz stated no.

Assistant District Attorney Mollie Lee stated that language comes directly from the charter so it's conceivable that the community benefit district elections are not technically in the election commission's jurisdiction.

Commissioner Rowe stated in section 2 under the President's duties part E Draft Annual Report and it gives a date of February 28 does that come from the code?

Assistant District Attorney Mollie Lee stated that she didn't think so and would have to check to confirm. She thinks there may be a legal requirement of an annual report but without a specific date however she will do a general legal review to ensure legal compliance.

Commissioner Rowe inquired about article 8 section 7 attendance items 3&4 Secretary maintaining records of attendance and end of year reporting. She doesn't believe we do it. Commissioner Gleason stated Mayor's office requested that we give report to him quarterly but the commission decided to only give him

the report of his appointee only. The Secretary has given the Mayor's office 2 quarterly reports of the commission to date because that's what was requested of her by the Mayor's office through his assistant Nicole Wheaton and no one advised me otherwise.

Commissioner Rowe inquired about article 11, Commission Annals, section 2 she doesn't feel that we need to provide that specific detail for the contents of the binder. Instead the wording should say something to the effect "The annual report will include the President's Annual Report and any other materials the President deems useful to future commissions."

Commissioner Rowe inquired about article 14 Elections Commissions Operations Calendar. She stated that she was not aware that we had ever done this either and as President assumes that she is supposed to do it. If anyone has any recollection of what this is supposed to accomplish that she would appreciate a discussion otherwise this may be something we don't need in our bylaws.

Commissioner Gleason stated that he believes this was adopted early on in 2004 and was dropped.

NO PUBLIC COMMENT

8. Commissioner's Reports

Commissioner Ruiz-Healy was officially sworn-in by the Commission Secretary prior to the meeting tonight. Commissioner Ruiz-Healy and Rowe toured the Department of Elections and they both were impressed by the staff and the continuity of the office.

NO PUBLIC COMMENT

9. Announcements

10. Discussion and possible action regarding items for future agendas

Commissioner Gleason President's annual report and May 15, 2013 meeting
Katherine Hazleton Presentation (James Irvine Foundation)

11. Adjournment 6:52pm

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Elections Commission Meeting

**Wednesday, May 15, 2013
6:00 p.m.**

05-09-13P01:53 RCVB

**City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102**

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Order of Business

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- 1. Call to Order & Roll Call.**
- 2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.**
- 3. Presentation by Catherine Hazelton of the James Irvine Foundation.**
Ms. Hazelton is a program officer at the James Irvine Foundation and leads the Future of California Elections (FOCE) Project. She will speak about FOCE's efforts to expand and improve agency and Motor Voter registrations, among other things. There will be an opportunity for Commissioner questions and discussion following the presentation.
- 4. Discussion and possible action regarding reducing and consolidating precincts.**
Discussion and possible action regarding reducing and consolidating precincts by taking into consideration permanent vote by mail voters.
- 5. Discussion and possible action regarding voter registration through the California Department of Motor Vehicles.**
Discussion and possible action regarding voter registration through the California Department of Motor Vehicles.
- 6. Discussion regarding the bylaws of the Elections Commission.**
Discussion regarding the bylaws of the Elections Commission and potential amendments thereto. (Attachment: proposed amended bylaws.)

7. Director's Report.

Division Updates

Budget/Personnel (Admin.)	Precinct Services / ADA
Ballot Distribution	Publications
Campaign Services	Technology (MIS)
Outreach	Voter Services
Poll worker	Warehouse

8. Approval of Minutes from previous meeting.

Discussion and possible action to approve the Minutes of the April 17, 2013 Elections Commission Meeting. (Attachment: April 17, 2013 draft minutes.)

9. Commissioners' Reports

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

10. Announcements

11. Discussion and possible action regarding items for future agendas.

12. Adjournment

There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

Cell phones, pagers and similar sound-producing electronic devices: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Disability Access: The Elections Commission meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in a meeting, please contact the Department of Elections at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Late requests will be honored, if possible. Services available on request include the following: American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes. Please contact the Department of Elections at (415) 554-4375 or our TDD at (415) 554-4386 to make arrangements for a disability-related modification or accommodation.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code): Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. **FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO CA 94102-4689; PHONE: (415) 554-7724; FAX: (415) 554-7854; E-MAIL: SOTF@SFGOV.ORG.**

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

Lobbyist Registration and Reporting Requirements: Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; and website: www.sfgov.org/ethics.

SAN FRANCISCO ELECTIONS COMMISSION

BYLAWS

(Amended at the meeting of the Elections Commission on _____, 2013)

ARTICLE I

THE COMMISSION

Section 1. Commission Designation

The Commission is officially designated "The San Francisco Elections Commission" (hereinafter the "Commission").

Section 2. Site

The Commission's principal office and site for filing all relevant documents is: Room 48, 1 Dr. Carlton B. Goodlett Place, San Francisco, California 94102.

ARTICLE II

PURPOSE

Section 1. Purpose

A. The Commission shall oversee all public, federal, state, district, and municipal elections in the City and County of San Francisco, as well as set general policies for the Department of Elections.

B. The Commission shall be responsible for the proper administration of the general practices of the Department of Elections subject to the San Francisco Charter's budgetary and fiscal provisions as well as other applicable state and federal laws.

ARTICLE III

COMMISSION'S EXISTENCE AND OPERATIONS

Section 1. Commission Establishment

The Commission exists and functions pursuant to Section 13.103.5 of the San Francisco Charter which establishes the Commission's jurisdiction, number of members, terms and term limitations, employment limitations, and other relevant matters controlling the Commission's operation. (See Attachment "A").

The Commission also generally functions pursuant to Sections 4.102 – 4.104 of the San Francisco Charter, except to the extent that a given subsection conflicts with or is incompatible with the Sections 13.103.5 or 13.104 of the San Francisco Charter.

Section 2. Public Officials

Because the Charter provision creating the Commission makes Commission members officials of the City and County of San Francisco, the Commissioners are eligible for health benefits pursuant to Section A8.420 of the San Francisco City Charter. (See Attachment "B").

ARTICLE IV

COMMISSION'S POWERS AND DUTIES

A. The Commission shall create and implement general plans and policies consistent with the Commission's stated Charter purposes and objectives.

B. The Commission shall consider approval of written plans, prior to each election, submitted by the Director of Elections, detailing the policies, procedures, and personnel that will be used to conduct the election.

C. The Commission shall conduct an assessment of how well the election plan referred to

in subsection (B) above succeeded in carrying out a free, fair and functional election.

D. After public hearing, the Commission shall approve a departmental budget subject to Section 9.103 of the San Francisco Charter.

E. The Commission shall recommend to the Board of Supervisors rates, fees, and similar charges within the Commission's jurisdiction.

F. The Commission shall hire, manage, and supervise the Director of the Department of Elections.

G. The Commission may conduct investigations into areas within the Commission's jurisdiction by holding hearings and taking testimony, and make recommendations to the Mayor or Board of Supervisors.

H. The Commission shall appoint an Executive Secretary to manage the affairs and operations of the Commission.

I. The Commission may retain temporary counsel for specific purposes.

J. The Commission shall formulate, evaluate, and approve goals, objectives, plans and programs and set general policies consistent with the overall objectives of the City and County.

K. The Commission shall exercise such other powers and duties as shall be prescribed by the Board of Supervisors which are not inconsistent with other laws which apply to the Elections Commission.

L. The Commission may adopt rules and regulations consistent with the San Francisco Charter and ordinances of the City and County setting forth general policies and practices relating to all public elections conducted by the department. No rule or regulation shall be adopted, amended, or repealed, without a public hearing. At least ten days' public notice shall be given for such a public hearing. All such rules and regulations shall be filed with the Clerk of the Board of Supervisors.

M. The Commission shall prepare an annual report describing its activities and shall file such report with the Mayor and the Clerk of the Board of Supervisors consistent with the Commission's duties under Section 4.103 of the San Francisco Charter and Sections 1.56 and 8.16 of the Administrative Code. This annual report shall cover the calendar year from January 1 through December 31.

N. The Sunshine Ordinance requires the Commission Secretary to maintain a public review file containing a copy of any communication which the Commission Secretary has distributed to or received from a quorum of the Commission concerning a matter calendared by the body within the previous 30 days or likely to be calendared within the next 30 days. The Commission's public review file shall include any correspondence sent to a majority of the Commission in connection with any matter within the jurisdiction of the Commission (regardless of whether it has been calendared or is likely to be calendared in the previous or next 30 days). Any Commissioner who knowingly receives correspondence that on its face is addressed to a majority of the Commission concerning such a matter shall forward such correspondence to the Commission Secretary for inclusion in the public review file.

ARTICLE V

OFFICERS

Section 1. Officers

A. The Commission's executive officers are President and Vice President, who serve at the Commission's pleasure.

B. The Commission shall elect the executive officers by majority vote of the Commission's full membership. The election of Commission executive officers shall be conducted at a Commission meeting in January of each year. The terms shall begin immediately at the conclusion of the meeting in which elections are held.

C. The Executive Officers' terms are one year.

D. If a vacancy occurs in either executive office, the Commission shall elect a new Executive Officer to fill that vacancy by majority vote of the Commission's full membership at the next regular meeting.

Section 2. The President

A. The President shall preside at all Commission meetings when present.

B. The President, with the Commission's advice, shall prepare the agenda for all meetings.

C. The President shall appoint all committee members and committee chairs, who shall serve at the President's pleasure.

D. In the President's absence, the Vice President shall preside at the Commission meeting. In the absence of both the President and Vice President, the Commission shall elect a President pro tem who shall preside at the Commission meeting.

E. As soon as reasonably practicable following completion of each calendar year, the President who served at the conclusion of that calendar year shall present a draft annual report to the full Commission. An annual report shall be approved by the full Commission as soon as reasonably practicable following submission of the draft annual report.

Section 3. The Vice President

A. In the absence of the President, the Vice President shall assume the President's duties.

B. The Vice President shall perform such other duties as the President may determine.

ARTICLE VI

COMMISSION STAFF

Section 1. Director of Elections

A. Section 13.104 of the San Francisco Charter establishes the Director of Election's duties, term of service, method of removal and shall control the Director's official conduct.

B. The Director shall attend all Commission and committee meetings except as excused by the President or the applicable committee Chair.

C. The Director shall report timely and regularly to the Commission on all matters concerning the Department's operation.

Section 2. Commission Executive Secretary

A. The Executive Secretary shall attend all Commission and committee meetings except as excused by the President or the applicable committee Chair.

B. The Executive Secretary shall be responsible for the proper recordation and distribution of all Commission actions, correspondence, agendas, and other duties assigned by the Commission President, including research, assisting committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping the Department of Elections staff prepare presentations before the Commission, and representing the Commission at public gatherings as required by the Commission President.

C. The Executive Secretary shall also serve as Executive Assistant to the Commission President and, as such Executive Assistant to the Commission President, shall be responsible for communication between the Commission members, the Commission, and the Director of Elections, as well as other tasks the President may assign.

Section 3. Annual Reviews of Director of Elections and Commission Executive Secretary

The Commission shall conduct performance reviews for the Director of Elections and the Executive Secretary during each fiscal year. Each such review shall include, but need not be limited to, a written or in-person evaluation of that individual's performance by the Commission.

ARTICLE VII

COMMITTEES

Section 1. Standing Committee

The Commission shall establish one standing committee, the Budget and Oversight of Public Elections Committee. The regular meeting of the Committee shall be held on the First Wednesday of each month at 6:00 p.m., except in the case of a City-recognized holiday, when the meeting shall be held on the first Thursday following the first Wednesday of the month. Meetings shall be held at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 421, in the City of San Francisco. The Commission or the

Committee may change the date, time or place of its regular meeting by motion. At any time, the President of the Commission or the Chair of the Committee may cancel a regular meeting, subject to provision of appropriate notice.

Section 2. Additional Committees

The Commission may create additional committees when the Commission determines, by a majority vote, such additional committees are necessary.

Section 3. Committee Operations

- A. Each committee shall consist of three members.
- B. A quorum shall consist of a majority of the committee members.
- C. The Committee shall act through majority vote of the Committee.
- D. If any Committee adopts a motion making any recommendation to the Commission, the Committee Chair shall promptly advise the Commission President, who shall place that item on the agenda for the next Commission meeting.

ARTICLE VIII

MEETINGS

Section 1. Quorum.

- A. A quorum shall consist of a majority of the members of the Commission, based on the total number of seats designated by law.
- B. For a motion or other transaction to be adopted by the Commission, it must receive a majority vote of the Commission based on the total number of seats designated by law.

Section 2. Public Comment

- A. The Commission meetings are public; the Commission shall encourage public comment.
- B. Any member of the public may address the Commission once for up to three minutes on any agenda item.
- C. Public comment is hereby made a permanent agenda item.
- D. When an item may generate considerable public comment, the presiding officer, at his or her sole discretion, may require public commentators to sign up with the Executive Secretary.
 - 1. Public commentators will speak based on "sign up" order.
 - 2. Public commentators who do not sign or do not wish to give their name may comment after those who signed up to speak.
- E. The presiding officer shall have the right to restrict public comment to a maximum of one minute if circumstances warrant restriction.

Section 3. Public Minutes

- A. The Commission shall record minutes of each meeting and shall comply with the provisions of the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.16).
- B. Whenever practicable, the Commission shall approve the minutes at the next Commission meeting.

Section 4. Regular Meetings

- A. Regular meetings shall be held on the third Wednesday of each month at 6:00 p.m., except in the case of a City-recognized holiday, when the meeting shall be held on the first Thursday following the third Wednesday of the month. Meetings shall be held at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 408, in the City of San Francisco.
- B. The Commission may change the date, time or place of its regular meeting by motion. At any time, the President may cancel a regular meeting, subject to provision of appropriate notice.
- C. Regular meetings and/or special meetings may be held at other places, dates or times, subject to provisions of appropriate notice.

Section 5. Closed Meetings

A. The Commission is authorized to hold closed (non-public) meetings for limited purposes to discuss and act on matters such as threats to the security of the Department of Elections; consideration of the appointment, employment, evaluation, performance, or dismissal of the Director of Elections or Commission Executive Secretary; pending litigation; and certain other matters as authorized by law.

B. For closed sessions regarding pending litigation, the Commission shall vote on whether to go into closed session. For all other closed sessions, the President of the Commission may call a closed session upon consultation with the City Attorney, and after determination a closed session is both authorized and appropriate under the circumstances.

Section 6. Special Meetings

The President of the Commission may call special meetings to address specific matters.

Section 7. Attendance

1. Except in the event of a notified absence (defined below), each member of the Commission is expected to attend each regular, special, or Committee meeting of which he/she is a member.

2. A member's absence shall constitute a notified absence where the member, in advance of the meeting, informs the Secretary of the Commission or other person whom the Commission has designated that the member will be absent. An absence due to unforeseen circumstances such as illness or emergency shall also qualify as a notified absence where the member reports such absence to the Secretary as soon as reasonably possible.

3. The Secretary of the Commission shall maintain a record of attendance and shall report all instances of non-notified absences to the member's appointing authority. In addition, any time a member is absent from three consecutive regular meetings, the Secretary of the Commission shall report such absences to the Commission President and to the member's appointing authority.

4. In November of each year, the Secretary of the Commission shall submit a written report to the appointing authority for each Commission member detailing such Commission member's attendance at all meetings of the Commission for the prior twelve month period.

ARTICLE IX

VOTING

Section 1. Voting and Abstention.

Each member present at a Commission meeting shall vote 'yes' or 'no' when a question is put unless the member is legally prohibited from voting or is excused from voting by a motion adopted by a majority of members present.

Section 2. Voting By Proxy

No proxy voting shall be allowed.

ARTICLE X

COMMISSION DEALINGS WITH THE DEPARTMENT OF ELECTIONS

The Commission shall deal with the Department of Elections solely through the Director of Elections, or his or her designees; and any dictation, suggestions, or inference prohibited by the San Francisco Charter on the part of any Commission member shall constitute official misconduct; provided, however, nothing contained in this section shall restrict the Commission's powers of oversight of all public elections conducted by the department, hearing, and inquiry provided in the San Francisco Charter.

ARTICLE XI

COMMISSION ANNUAL REPORT

Section 1.

Each year, the Commission President shall cause to be bound the "Commission Annual Report".

Section 2.

The Commission Annual Report shall contain the President's report of the activities of the Commission during the previous year, as well as any other information the President deems significant and of likely assistance to subsequent Commissions.

Section 3.

It is the intent to preserve and pass on to successive Commissions relevant information so as to make more effective subsequent Commission tenures by providing institutional memory to assist in resolution of recurring Commission problems.

ARTICLE XII

ROBERT'S RULES

At the President's discretion, unless the Charter or other law requires otherwise, meetings shall be governed by the most recent edition of Roberts Rules of Order Newly Revised.

ARTICLE XIII

BYLAW AMENDMENTS

The Elections Commission may amend these Bylaws by majority vote of the full Commission after circulating the proposed amendments at least ten (10) days prior to the meeting where a motion to amend is to be made.

ATTACHMENT A

S.F. CHARTER § 13.103.5. ELECTIONS COMMISSION.

An Elections Commission shall be established to oversee all public federal, state, district and municipal elections in the City and County. The Commission shall set general policies for the Department of Elections and shall be responsible for the proper administration of the general practices of the Department, subject to the budgetary and fiscal provisions of this Charter. These duties shall include but not be limited to approving written plans prior to each election, submitted by the Director of Elections, detailing the policies, procedures, and personnel that will be used to conduct the election as well as an assessment of how well the plan succeeded in carrying out a free, fair and functional election.

The Commission shall consist of seven members who shall serve five-year terms. No person appointed as a Commission member may serve as such for more than two successive five-year terms. Any person appointed as a Commission member to complete more than two and one-half years of a five-year term shall be deemed, for the purpose of this section, to have served one full term. No person having served two successive five-year terms may serve as a Commission member until at least five years after the expiration of the second successive term in office. Any Commission member who resigns with less than two and one-half years remaining until the expiration of the term shall be deemed, for the purposes of this section, to have served a full five-year term.

The Mayor, the Board of Supervisors, the City Attorney, the Public Defender, the District Attorney, the Treasurer, and the Board of Education of the San Francisco Unified School District each shall appoint one member of the Commission. The member appointed by the Mayor shall have a background in the electoral process. The member appointed by the City Attorney shall have a background in elections law. The member appointed by the Treasurer shall have a background in financial management. The members appointed by the District Attorney, Public Defender, the Board of Education of the San Francisco Unified School District, and the Board of Supervisors shall be broadly representative of the general public. In the event a vacancy occurs, the appointing authority who appointed the member vacating the office shall appoint a qualified person to complete the remainder of the term. All members initially appointed to the Election Commission shall take office on the first day of January, 2002.

The initial terms of Commission members shall expire according to the following guidelines: the term of the members appointed by the Mayor and the Board of Education of the San Francisco Unified School District shall expire on January 1, 2003; the term of the members appointed by the Board of Supervisors and the Treasurer shall expire on January 1 2004; the term of the member appointed by the City Attorney shall expire January 1, 2005; the term of the member appointed by the Public Defender shall expire January 1, 2006; and the term of the member appointed by the District Attorney shall expire January 1, 2007.

Members of the Commission shall serve without compensation. Members of the Commission shall be officers of the City and County, and may be removed by the appointing authority only pursuant to Section 15.105. During his or her tenure, members and employees of the Elections Commission are subject to the following restrictions:

(a) Restrictions on Holding Office. No member or employee of the Elections Commission may hold any office of the City or County or be an officer of a political party.

(b) Restrictions on Employment. No member or employee of the Elections Commission may be a registered campaign consultant or registered lobbyist, or be employed by or receive gifts or other compensation from a registered campaign consultant or registered lobbyist. No member of the Elections Commission may hold any employment with the City and County and no employee of the Elections Commission may hold any other employment with the City and County.

(c) Restrictions on Political Activities. No member or employee of the Elections Commission may participate in any campaign supporting or opposing a candidate or ballot measure that will appear on the San Francisco ballot, other than candidates seeking election to federal or statewide

office. For purposes of this section, participation in a campaign includes but is not limited to making contributions or soliciting contributions to any committee, including general purpose committees; publicly endorsing or urging endorsement of any candidate or ballot measure; or participating in decisions by organizations to participate in a campaign.

If a person appointed to the Elections Commission is, at the time of appointment, an officer or employee, as prohibited by this section, that person shall be eligible to serve on the Elections Commission only if he or she resigns from his or her office or employment within thirty days of appointment.

(Added November 2001; amended November 2002)

ATTACHMENT B

S.F. CHARTER § A8.420. ESTABLISHMENT OF AND MEMBERSHIP IN HEALTH SERVICE SYSTEM.

A health service system is hereby established. Said system shall be administered by the human resources department subject to the approval of the health service board. The members of the system shall consist of all permanent employees, which shall include officers of the City and County, of the San Francisco Unified School District, and of the Parking Authority of the City and County of San Francisco and such other employees as may be determined by ordinance, subject to such conditions and qualifications as the Board of Supervisors may impose, and such employees as may be determined by collective bargaining agreement. Any employee who adheres to the faith or teachings of any recognized religious sect, denomination or organization and, in accordance with its creed, tenets or principles, depends for healing upon prayers in the practice of religion shall be exempt from the system upon filing annually with the human resources department an affidavit stating such adherence and dependence and disclaiming any benefits under the system. The human resources department shall have the power to exempt any person whose compensation exceeds the amount deemed sufficient for self coverage and any person who otherwise has provided for adequate medical care. Any claim or request for exemption denied by the human resources department may be appealed to the health services board.

ATTACHMENT C

S.F. CHARTER § 13.104. DEPARTMENT OF ELECTIONS.

A Department of Elections shall be established to conduct all public federal, state, district and municipal elections in the City and County. The department shall be administered by the Director of Elections, who shall be vested with the day-to-day conduct and management of the Department and of voter registration and matters pertaining to elections in the City and County. The Director shall report to the Elections Commission.

For purposes of this section, the conduct of elections shall include, but not be limited to: voter registration; the nomination and filing process for candidates to City and County offices; the preparation and distribution of voter information materials; ballots, precinct operations and vote count; the prevention of fraud in such elections; and the recount of ballots in cases of challenge or fraud.

The Director shall be appointed by the Elections Commission from a list of qualified applicants provided pursuant to the civil service provisions of this Charter. The Director shall serve a five-year term, during which he or she may be removed by the Elections Commission for cause, upon written charges and following a hearing. The Elections Commission shall present the written charges to the Director no less than thirty days before the hearing. If the Elections Commission votes to remove the Director, he or she shall have the right to appeal to the Civil Service Commission. On appeal, the Civil Service Commission shall be limited to consideration of the record before the Elections Commission; however, the Civil Service Commission may independently evaluate and weigh evidence and may in its discretion consider evidence proffered to the Elections Commission that the Commission excluded and may in its discretion exclude evidence that the Elections Commission considered. The term of the Director shall expire five years after his or her appointment. No less than thirty days before the expiration of the Director's term, the Elections Commission shall appoint a Director for the next term, who may but need not be the incumbent Director. Subject to the civil service provisions of this Charter, the Director shall have the power to appoint and remove other employees of the Department of Elections.

In addition to any other conflict of interest provisions applicable to City employees, the Director of Elections and all other employees of the Department of Elections shall be subject to the conflict-of-interest provisions in Section 13.103.5. The Elections Commission, may upon the recommendation of the Director of Elections and a finding that the Department will not have adequate staffing to conduct an election, request from the Board of Supervisors a waiver of the conflict-of-interest provisions in Section 13.103.5 for employees working no more than thirty days in a single calendar year. The Board of Supervisors shall approve or deny such requests from the Elections Commission by motion.

(Amended November 2001)

SAN FRANCISCO ELECTIONS COMMISSION

BYLAWS

(Amended at the meeting of the Elections Commission on _____, 2013)

ARTICLE I

THE COMMISSION

Section 1. Commission Designation

The Commission is officially designated "The San Francisco Elections Commission" (hereinafter the "Commission").

Section 2. Site

The Commission's principal office and site for filing all relevant documents is: Room 48, 1 Dr. Carlton B. Goodlett Place, San Francisco, California 94102.

ARTICLE II

PURPOSE

Section 1. Purpose

A. The Commission shall oversee all public, federal, state, district, and municipal elections in the City and County of San Francisco, as well as set general policies for the Department of Elections.

B. The Commission shall be responsible for the proper administration of the general practices of the Department of Elections subject to the San Francisco Charter's budgetary and fiscal provisions as well as other applicable state and federal laws.

ARTICLE III

COMMISSION'S EXISTENCE AND OPERATIONS

Section 1. Commission Establishment

The Commission exists and functions pursuant to Section 13.103.5 of the San Francisco Charter which establishes the Commission's jurisdiction, number of members, terms and term limitations, employment limitations, and other relevant matters controlling the Commission's operation. (See Attachment "A").

The Commission also generally functions pursuant to Sections 4.102 – 4.104 of the San Francisco Charter, except to the extent that a given subsection conflicts with or is incompatible with the Sections 13.103.5 or 13.104 of the San Francisco Charter.

Section 2. Public Officials

Because the Charter provision creating the Commission makes Commission members officials of the City and County of San Francisco, the Commissioners are eligible for health benefits pursuant to Section A8.420 of the San Francisco City Charter. (See Attachment "B").

ARTICLE IV

COMMISSION'S POWERS AND DUTIES

A. The Commission shall create and implement general plans and policies consistent with the Commission's stated Charter purposes and objectives.

B. The Commission shall consider approval of written plans, prior to each election, submitted by the Director of Elections, detailing the policies, procedures, and personnel that will be used to conduct the election.

C. The Commission shall conduct an assessment of how well the election plan referred to

in subsection (B) above succeeded in carrying out a free, fair and functional election.

D. After public hearing, the Commission shall approve a departmental budget subject to Section 9.103 of the San Francisco Charter.

E. The Commission shall recommend to the Board of Supervisors rates, fees, and similar charges within the Commission's jurisdiction.

F. The Commission shall hire, manage, and supervise the Director of the Department of Elections.

G. The Commission may conduct investigations into areas within the Commission's jurisdiction by holding hearings and taking testimony, and make recommendations to the Mayor or Board of Supervisors.

H. The Commission shall appoint an Executive Secretary to manage the affairs and operations of the Commission.

I. The Commission may retain temporary counsel for specific purposes.

J. The Commission shall formulate, evaluate, and approve goals, objectives, plans and programs and set general policies consistent with the overall objectives of the City and County.

K. The Commission shall exercise such other powers and duties as shall be prescribed by the Board of Supervisors which are not inconsistent with other laws which apply to the Elections Commission.

L. The Commission may adopt rules and regulations consistent with the San Francisco Charter and ordinances of the City and County setting forth general policies and practices relating to all public elections conducted by the department. No rule or regulation shall be adopted, amended, or repealed, without a public hearing. At least ten days' public notice shall be given for such a public hearing. All such rules and regulations shall be filed with the Clerk of the Board of Supervisors.

M. The Commission shall prepare an annual report describing its activities and shall file such report with the Mayor and the Clerk of the Board of Supervisors consistent with the Commission's duties under Section 4.103 of the San Francisco Charter and Sections 1.56 and 8.16 of the Administrative Code. This annual report shall cover the calendar year from January 1 through December 31.

N. The Sunshine Ordinance requires the Commission Secretary to maintain a public review file containing a copy of any communication which the Commission Secretary has distributed to or received from a quorum of the Commission concerning a matter calendared by the body within the previous 30 days or likely to be calendared within the next 30 days. The Commission's public review file shall include any correspondence sent to a majority of the Commission in connection with any matter within the jurisdiction of the Commission (regardless of whether it has been calendared or is likely to be calendared in the previous or next 30 days). Any Commissioner who knowingly receives correspondence that on its face is addressed to a majority of the Commission concerning such a matter shall forward such correspondence to the Commission Secretary for inclusion in the public review file.

ARTICLE V

OFFICERS

Section 1. Officers

A. The Commission's executive officers are President and Vice President, who serve at the Commission's pleasure.

B. The Commission shall elect the executive officers by majority vote of the Commission's full membership. The election of Commission executive officers shall be conducted at a Commission meeting in January of each year. The terms shall begin immediately at the conclusion of the meeting in which elections are held.

C. The Executive Officers' terms are one year.

D. If a vacancy occurs in either executive office, the Commission shall elect a new Executive Officer to fill that vacancy by majority vote of the Commission's full membership at the next regular meeting.

Section 2. The President

A. The President shall preside at all Commission meetings when present.

B. The President, with the Commission's advice, shall prepare the agenda for all meetings.

C. The President shall appoint all committee members and committee chairs, who shall serve at the President's pleasure.

D. In the President's absence, the Vice President shall preside at the Commission meeting. In the absence of both the President and Vice President, the Commission shall elect a President pro tem who shall preside at the Commission meeting.

E. As soon as reasonably practicable following completion of each calendar year, the President who served at the conclusion of that calendar year shall present a draft annual report to the full Commission. An annual report shall be approved by the full Commission as soon as reasonably practicable following submission of the draft annual report.

Section 3. The Vice President

A. In the absence of the President, the Vice President shall assume the President's duties.

B. The Vice President shall perform such other duties as the President may determine.

ARTICLE VI

COMMISSION STAFF

Section 1. Director of Elections

A. Section 13.104 of the San Francisco Charter establishes the Director of Election's duties, term of service, method of removal and shall control the Director's official conduct.

B. The Director shall attend all Commission and committee meetings except as excused by the President or the applicable committee Chair.

C. The Director shall report timely and regularly to the Commission on all matters concerning the Department's operation.

Section 2. Commission Executive Secretary

A. The Executive Secretary shall attend all Commission and committee meetings except as excused by the President or the applicable committee Chair.

B. The Executive Secretary shall be responsible for the proper recordation and distribution of all Commission actions, correspondence, agendas, and other duties assigned by the Commission President, including research, assisting committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping the Department of Elections staff prepare presentations before the Commission, and representing the Commission at public gatherings as required by the Commission President.

C. The Executive Secretary shall also serve as Executive Assistant to the Commission President and, as such Executive Assistant to the Commission President, shall be responsible for communication between the Commission members, the Commission, and the Director of Elections, as well as other tasks the President may assign.

Section 3. Annual Reviews of Director of Elections and Commission Executive Secretary

The Commission shall conduct performance reviews for the Director of Elections and the Executive Secretary during each fiscal year. Each such review shall include, but need not be limited to, a written or in-person evaluation of that individual's performance by the Commission.

ARTICLE VII

COMMITTEES

Section 1. Standing Committee

The Commission shall establish one standing committee, the Budget and Oversight of Public Elections Committee. The regular meeting of the Committee shall be held on the First Wednesday of each month at 6:00 p.m., except in the case of a City-recognized holiday, when the meeting shall be held on the first Thursday following the first Wednesday of the month. Meetings shall be held at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 421, in the City of San Francisco. The Commission or the

Committee may change the date, time or place of its regular meeting by motion. At any time, the President of the Commission or the Chair of the Committee may cancel a regular meeting, subject to provision of appropriate notice.

Section 2. Additional Committees

The Commission may create additional committees when the Commission determines, by a majority vote, such additional committees are necessary.

Section 3. Committee Operations

- A. Each committee shall consist of three members.
- B. A quorum shall consist of a majority of the committee members.
- C. The Committee shall act through majority vote of the Committee.
- D. If any Committee adopts a motion making any recommendation to the Commission, the Committee Chair shall promptly advise the Commission President, who shall place that item on the agenda for the next Commission meeting.

ARTICLE VIII

MEETINGS

Section 1. Quorum.

- A. A quorum shall consist of a majority of the members of the Commission, based on the total number of seats designated by law.
- B. For a motion or other transaction to be adopted by the Commission, it must receive a majority vote of the Commission based on the total number of seats designated by law.

Section 2. Public Comment

- A. The Commission meetings are public; the Commission shall encourage public comment.
- B. Any member of the public may address the Commission once for up to three minutes on any agenda item.
- C. Public comment is hereby made a permanent agenda item.
- D. When an item may generate considerable public comment, the presiding officer, at his or her sole discretion, may require public commentators to sign up with the Executive Secretary.
 - 1. Public commentators will speak based on "sign up" order.
 - 2. Public commentators who do not sign or do not wish to give their name may comment after those who signed up to speak.
- E. The presiding officer shall have the right to restrict public comment to a maximum of one minute if circumstances warrant restriction.

Section 3. Public Minutes

- A. The Commission shall record minutes of each meeting and shall comply with the provisions of the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.16).
- B. Whenever practicable, the Commission shall approve the minutes at the next Commission meeting.

Section 4. Regular Meetings

- A. Regular meetings shall be held on the third Wednesday of each month at 6:00 p.m., except in the case of a City-recognized holiday, when the meeting shall be held on the first Thursday following the third Wednesday of the month. Meetings shall be held at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 408, in the City of San Francisco.
- B. The Commission may change the date, time or place of its regular meeting by motion. At any time, the President may cancel a regular meeting, subject to provision of appropriate notice.
- C. Regular meetings and/or special meetings may be held at other places, dates or times, subject to provisions of appropriate notice.

Section 5. Closed Meetings

A. The Commission is authorized to hold closed (non-public) meetings for limited purposes to discuss and act on matters such as threats to the security of the Department of Elections; consideration of the appointment, employment, evaluation, performance, or dismissal of the Director of Elections or Commission Executive Secretary; pending litigation; and certain other matters as authorized by law.

B. For closed sessions regarding pending litigation, the Commission shall vote on whether to go into closed session. For all other closed sessions, the President of the Commission may call a closed session upon consultation with the City Attorney, and after determination a closed session is both authorized and appropriate under the circumstances.

Section 6. Special Meetings

The President of the Commission may call special meetings to address specific matters.

Section 7. Attendance

1. Except in the event of a notified absence (defined below), each member of the Commission is expected to attend each regular, special, or Committee meeting of which he/she is a member.

2. A member's absence shall constitute a notified absence where the member, in advance of the meeting, informs the Secretary of the Commission or other person whom the Commission has designated that the member will be absent. An absence due to unforeseen circumstances such as illness or emergency shall also qualify as a notified absence where the member reports such absence to the Secretary as soon as reasonably possible.

3. The Secretary of the Commission shall maintain a record of attendance and shall report all instances of non-notified absences to the member's appointing authority. In addition, any time a member is absent from three consecutive regular meetings, the Secretary of the Commission shall report such absences to the Commission President and to the member's appointing authority.

4. In November of each year, the Secretary of the Commission shall submit a written report to the appointing authority for each Commission member detailing such Commission member's attendance at all meetings of the Commission for the prior twelve month period.

ARTICLE IX

VOTING

Section 1. Voting and Abstention.

Each member present at a Commission meeting shall vote 'yes' or 'no' when a question is put unless the member is legally prohibited from voting or is excused from voting by a motion adopted by a majority of members present.

Section 2. Voting By Proxy

No proxy voting shall be allowed.

ARTICLE X

COMMISSION DEALINGS WITH THE DEPARTMENT OF ELECTIONS

The Commission shall deal with the Department of Elections solely through the Director of Elections, or his or her designees; and any dictation, suggestions, or inference prohibited by the San Francisco Charter on the part of any Commission member shall constitute official misconduct; provided, however, nothing contained in this section shall restrict the Commission's powers of oversight of all public elections conducted by the department, hearing, and inquiry provided in the San Francisco Charter.

ARTICLE XI

COMMISSION ANNUAL REPORT

Section 1.

Each year, the Commission President shall cause to be bound the "Commission Annual Report".

Section 2.

The Commission Annual Report shall contain the President's report of the activities of the Commission during the previous year, as well as any other information the President deems significant and of likely assistance to subsequent Commissions.

Section 3.

It is the intent to preserve and pass on to successive Commissions relevant information so as to make more effective subsequent Commission tenures by providing institutional memory to assist in resolution of recurring Commission problems.

ARTICLE XII

ROBERT'S RULES

At the President's discretion, unless the Charter or other law requires otherwise, meetings shall be governed by the most recent edition of Roberts Rules of Order Newly Revised.

ARTICLE XIII

BYLAW AMENDMENTS

The Elections Commission may amend these Bylaws by majority vote of the full Commission after circulating the proposed amendments at least ten (10) days prior to the meeting where a motion to amend is to be made.

ATTACHMENT A

S.F. CHARTER § 13.103.5. ELECTIONS COMMISSION.

An Elections Commission shall be established to oversee all public federal, state, district and municipal elections in the City and County. The Commission shall set general policies for the Department of Elections and shall be responsible for the proper administration of the general practices of the Department, subject to the budgetary and fiscal provisions of this Charter. These duties shall include but not be limited to approving written plans prior to each election, submitted by the Director of Elections, detailing the policies, procedures, and personnel that will be used to conduct the election as well as an assessment of how well the plan succeeded in carrying out a free, fair and functional election.

The Commission shall consist of seven members who shall serve five-year terms. No person appointed as a Commission member may serve as such for more than two successive five-year terms. Any person appointed as a Commission member to complete more than two and one-half years of a five-year term shall be deemed, for the purpose of this section, to have served one full term. No person having served two successive five-year terms may serve as a Commission member until at least five years after the expiration of the second successive term in office. Any Commission member who resigns with less than two and one-half years remaining until the expiration of the term shall be deemed, for the purposes of this section, to have served a full five-year term.

The Mayor, the Board of Supervisors, the City Attorney, the Public Defender, the District Attorney, the Treasurer, and the Board of Education of the San Francisco Unified School District each shall appoint one member of the Commission. The member appointed by the Mayor shall have a background in the electoral process. The member appointed by the City Attorney shall have a background in elections law. The member appointed by the Treasurer shall have a background in financial management. The members appointed by the District Attorney, Public Defender, the Board of Education of the San Francisco Unified School District, and the Board of Supervisors shall be broadly representative of the general public. In the event a vacancy occurs, the appointing authority who appointed the member vacating the office shall appoint a qualified person to complete the remainder of the term. All members initially appointed to the Election Commission shall take office on the first day of January, 2002.

The initial terms of Commission members shall expire according to the following guidelines: the term of the members appointed by the Mayor and the Board of Education of the San Francisco Unified School District shall expire on January 1, 2003; the term of the members appointed by the Board of Supervisors and the Treasurer shall expire on January 1 2004; the term of the member appointed by the City Attorney shall expire January 1, 2005; the term of the member appointed by the Public Defender shall expire January 1, 2006; and the term of the member appointed by the District Attorney shall expire January 1, 2007.

Members of the Commission shall serve without compensation. Members of the Commission shall be officers of the City and County, and may be removed by the appointing authority only pursuant to Section 15.105. During his or her tenure, members and employees of the Elections Commission are subject to the following restrictions:

(a) Restrictions on Holding Office. No member or employee of the Elections Commission may hold any other City or County office or be an officer of a political party.

(b) Restrictions on Employment. No member or employee of the Elections Commission may be a registered campaign consultant or registered lobbyist, or be employed by or receive gifts or other compensation from a registered campaign consultant or registered lobbyist. No member of the Elections Commission may hold any employment with the City and County and no employee of the Elections Commission may hold any other employment with the City and County.

(c) Restrictions on Political Activities. No member or employee of the Elections Commission may participate in any campaign supporting or opposing a candidate or ballot measure that will appear on the San Francisco ballot, other than candidates seeking election to federal or statewide

office. For purposes of this section, participation in a campaign includes but is not limited to making contributions or soliciting contributions to any committee, including general purpose committees; publicly endorsing or urging endorsement of any candidate or ballot measure; or participating in decisions by organizations to participate in a campaign.

If a person appointed to the Elections Commission is, at the time of appointment, an officer or employee, as prohibited by this section, that person shall be eligible to serve on the Elections Commission only if he or she resigns from his or her office or employment within thirty days of appointment.

(Added November 2001; amended November 2002)

ATTACHMENT B

S.F. CHARTER § A8.420. ESTABLISHMENT OF AND MEMBERSHIP IN HEALTH SERVICE SYSTEM.

A health service system is hereby established. Said system shall be administered by the human resources department subject to the approval of the health service board. The members of the system shall consist of all permanent employees, which shall include officers of the City and County, of the San Francisco Unified School District, and of the Parking Authority of the City and County of San Francisco and such other employees as may be determined by ordinance, subject to such conditions and qualifications as the Board of Supervisors may impose, and such employees as may be determined by collective bargaining agreement. Any employee who adheres to the faith or teachings of any recognized religious sect, denomination or organization and, in accordance with its creed, tenets or principles, depends for healing upon prayers in the practice of religion shall be exempt from the system upon filing annually with the human resources department an affidavit stating such adherence and dependence and disclaiming any benefits under the system. The human resources department shall have the power to exempt any person whose compensation exceeds the amount deemed sufficient for self coverage and any person who otherwise has provided for adequate medical care. Any claim or request for exemption denied by the human resources department may be appealed to the health services board.

ATTACHMENT C

S.F. CHARTER § 13.104. DEPARTMENT OF ELECTIONS.

A Department of Elections shall be established to conduct all public federal, state, district and municipal elections in the City and County. The department shall be administered by the Director of Elections, who shall be vested with the day-to-day conduct and management of the Department and of voter registration and matters pertaining to elections in the City and County. The Director shall report to the Elections Commission.

For purposes of this section, the conduct of elections shall include, but not be limited to: voter registration; the nomination and filing process for candidates to City and County offices; the preparation and distribution of voter information materials; ballots, precinct operations and vote count; the prevention of fraud in such elections; and the recount of ballots in cases of challenge or fraud.

The Director shall be appointed by the Elections Commission from a list of qualified applicants provided pursuant to the civil service provisions of this Charter. The Director shall serve a five-year term, during which he or she may be removed by the Elections Commission for cause, upon written charges and following a hearing. The Elections Commission shall present the written charges to the Director no less than thirty days before the hearing. If the Elections Commission votes to remove the Director, he or she shall have the right to appeal to the Civil Service Commission. On appeal, the Civil Service Commission shall be limited to consideration of the record before the Elections Commission; however, the Civil Service Commission may independently evaluate and weigh evidence and may in its discretion consider evidence proffered to the Elections Commission that the Commission excluded and may in its discretion exclude evidence that the Elections Commission considered. The term of the Director shall expire five years after his or her appointment. No less than thirty days before the expiration of the Director's term, the Elections Commission shall appoint a Director for the next term, who may but need not be the incumbent Director. Subject to the civil service provisions of this Charter, the Director shall have the power to appoint and remove other employees of the Department of Elections.

In addition to any other conflict of interest provisions applicable to City employees, the Director of Elections and all other employees of the Department of Elections shall be subject to the conflict-of-interest provisions in Section 13.103.5. The Elections Commission, may upon the recommendation of the Director of Elections and a finding that the Department will not have adequate staffing to conduct an election, request from the Board of Supervisors a waiver of the conflict-of-interest provisions in Section 13.103.5 for employees working no more than thirty days in a single calendar year. The Board of Supervisors shall approve or deny such requests from the Elections Commission by motion.

(Amended November 2001)

ELECTIONS COMMISSION
City and County of San Francisco

Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Winnie Yu



John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting
Wednesday, May 15, 2013
6:00 p.m.
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

GOVERNMENT
DOCUMENTS DEPT

JUN 12 2013

DRAFT MINUTES

SAN FRANCISCO
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1. Call to Order & Roll Call

President Jill Rowe called the meeting to order at 6:00 pm. **PRESENT:** Commissioners Jill Rowe, Gerard Gleason, Winnie Yu, Rosabella Safont, Richard Matthews. **NOTIFIED ABSENCE:** Commissioner Catalina Ruiz-Healy. **ALSO PRESENT:** Deputy City Attorney Mollie Lee, Director of Elections John Arntz, and Commission Secretary Tachina Alexander.

2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda. NO PUBLIC COMMENT

3. Presentation by Catherine Hazelton of the James Irvine Foundation.

Commissioner Gleason gave a brief introduction/background of Ms. Hazelton, Senior Program Officer at the James Irvine Foundation,* who has developed and leads the Future of California Elections (FOCE) Project. Ms. Hazelton then gave the following presentation.

The James Irvine Foundation is the largest private multi-issue foundation focused entirely on California. One of our 3 grant-making areas is called California Democracy in which we make grants to improve civic participation and governance in California. As part of that program we have sought to improve elections policies, and practices in California by expanding voter participation, particularly among groups who haven't been participating as high as their population levels would suggest. We also work to improve the effectiveness and efficiency of elections systems and practices. In 2011 we brought together two dozen organizations to establish a vision/road map and found that they had the same goals. In 2012 they got into full formation and by the end of the year they accomplished five of their goals. Breaking news which is about 2-hours old: they have been advocating for the new health benefit exchange that's going to be created in California as part of Obamacare to be an MVRA

covered agency, meaning that it will be required to make voter registration available to everyone who signs up for the healthcare benefit exchange. This was mandated today by the Secretary of State and in October when the system is live the 1 million Californians who are expected to register in the first year will be given a seamless opportunity to register to vote online. The members of the Future of California Elections are helping the Secretary of State build technology to prepopulate voter registration forms so that when someone signs up for the health benefit exchange their information would automatically be inserted into an online voter registration form and all they have to do is indicate if they want to register to vote, if they're a citizen, and if they want to designate a party preference.

In 2013, FOCE advanced a set of priority goals

- Voter registration rebuild and expand (including prepopulating forms) the availability of the California Online Registration system with particular attention to making it accessible to voters with disabilities and minority language voters, colleges and universities statewide
- Voting information continue efforts to improve the content and usability of both print and online editions of state and local voter information guides, including accessibility to voters with disabilities and minority language voters
- Voting options - examine the challenges associated with delivery and counting of vote-by-mail ballots (such as signature verification, rejection rates and postal issues) and partner with policymakers, election officials and others to address those challenges. SF has a lower acceptance rate of vote-by-mail ballots than many other counties. For the last election, the rejection rate in San Francisco was 1.66% and the statewide average was 1.01% so FOCE (Future of California Elections) will be researching to find out what's going on.
- Language access - work with the Secretary of State and election officials to ensure state and local compliance with applicable federal and state laws on minority language access to the electoral process. For instance, there is a 3% Rule which states that if 3% of the voters predominately speak a particular language they need to be provided information in that language. There is also an effort to change the law to allow non-citizen multilingual poll workers to provide language assistance to voters; that bill is expected to pass this year.

Commissioner Gleason asked if there was a set calendar for the next year or are there periodic meetings?

Ms. Hazleton stated that they are planning on doing one annual public conference at the beginning of next year in January, but the workgroups meet weekly so the work is ongoing.

Commissioner Gleason stated that one of the Commission's ongoing concerns has been voters who attempt to register through the DMV but arrive at a polling place on election day only to be told their registrations did not go through.

Commissioner Gleason is hoping that FOCE will look at the issue of DMV voter registrations.

Ms. Hazleton stated that she does believe that it is a part of the best practices and training related to the MVRA project. Part of that training includes a liaison at the county elections office to track those and getting them back so there is some accountability built in there. She said she would pass the Commission's concerns on to the group that has been writing the recommendations.

Commissioner Rowe stated that passing on a comment would be welcomed and asked for any information that they can provide us. It's definitely something we've been discussing for quite a long time and maybe they have some information that might alleviate our concerns going forward, so if there's a way to get that back to us we'd welcome it.

Commissioner Matthews stated what angers me the most about this issue is that the Secretary of State refuses to talk to us about this issue and has done so continuously for 2 years. In this article in the "California Watch" (handout provided and placed in the public binder) the

Secretary of State's spokesperson is quoted as saying "While the Secretary of State has no authority over other government agencies and how they conduct their work, Secretary of State staff would remind them of their important duty to promptly hand over voter registration applications." That completely infuriates me. The Secretary of State is responsible for voter registrations of the people in California as well as chasing down any habitual hiccup in the system. So anything that FOCE can do that we, a duly chartered body, have not been able to get the Secretary of State's attention on this issue for two years or more would be tremendously helpful.

Ms. Hazleton stated that she will send a note to the entire group that the Commission is passionate about this issue. Commissioner Mathews stated that he expects that the Commission in turn will lend its voice to the FOCE in any way possible.

Commissioner Rowe asked if there is any research showing whether increased online registration translates into significantly higher rates of actual voting?

Ms. Hazleton said yes there is. In the November election those who registered online and voted were somewhere in the low 70 percents. The demographics were different because they skew younger for those who register online.

(Commissioner Gleason distributed a vote-by-mail chart which was placed in the public binder.)

Ms. Hazleton stated that she is a San Francisco voter, and praised her SF voting experience

NO PUBLIC COMMENT

Break – 6:46pm

Reconvened – 6:55pm

4. Discussion and possible actions regarding reducing and consolidating precincts.

Commissioner Gleason stated that San Francisco is operating on 420 consolidated precincts. The California Elections code focuses on a maximum of 1,000 registered voters in a precinct and they need to reconfigure.

Commissioner Gleason referred to a draft letter which had been distributed to the Commissioners and placed in the public binder.

Commissioner Matthews suggested that the letter have a specific call to action before being sent to the Board of Supervisors.

Commissioner Gleason stated that he left it out on purpose to get some input from the Deputy City Attorney.

Deputy City Attorney Mollie Lee stated that as long as you're directing it to the Board of Supervisors and State Legislation Committee it's fine to recommend specific action.

Commissioner Matthews asked Do you want them to authorize our lobbyist in Sacramento to advocate changes to the elections code or what?
Commissioner Gleason answered yes changes to the code and specifically look at 12223A.

Commissioner Matthews stated not just look at it but change the formula so that any county could subtract the number of permanent vote-by-mail voters from their count of 1,000 and re-precinct for an election that way.

Commissioner Rowe stated that she would like to work with Commissioner Gleason on the letter and change some of the language. Commissioner Rowe requested a vote that she be authorized to change some of the language of the letter, to make a specific call to action, and to send it to the Board of Supervisors. Commissioner Matthews moved that Commissioner Gleason's letter be turned over to the Commission President for further revision along the lines we discussed and forwarded to the Board of Supervisors with copies to the Secretary of State and State Legislation Committee. Commissioner Safont seconded it. NO PUBLIC COMMENT. Roll call vote was UNANIMOUS to approve.

5. Discussion and possible action regarding voter registration through the California Department of Motor Vehicles

Commissioner Gleason referred to an article that was passed out and placed in the public binder entitled "California Watch" and he believes that the Secretary of State is well aware of this issue and that this is a continual problem. He further believes that we've passed along enough information to people who will take some action with it.

NO PUBLIC COMMENT

6. Discussion regarding the bylaws of the Elections Commission.

Commissioner Rowe referred to the proposed amendments to the bylaws that were distributed as attachments to the agenda. She proposed to discuss if all the redlines were appropriate and if any changes need to be made, then circulate a proposed final copy, notify the public, then vote on them at the next meeting.

Comments on the proposed changes:

Commissioner Matthews stated Article 8 Section 7 Subsection 3 Attendance.

One of the things we discussed years ago there is only 1 member that is appointed by the Mayor therefore that's the only person who should be accountable to him. I'm not uncomfortable with the way we left it a few years ago where the secretary reports to the Mayor's office on the Mayor's appointee but I'm not uncomfortable with telling the Mayor's office that the information is online. He reported that what the Commission came up with previously is that we'd post it on our website and it would be available for anyone who wanted to see it. Tachina reported that she has not been posting attendance records online but has been reporting Commissioners'

attendance quarterly to the mayor's office. Commissioner Matthews proposed that Article 8 Section 7 subsection 4 be replaced with a statement that Commissioners attendance shall be reflected on the Elections Commission website.

NO PUBLIC COMMENT

7. Director's Report.

Director Arntz

Division Reports

- (a) Administrative (Budget/Personnel) – creating staffing plans, materials and supplies, based on the budget submission to the Mayor's office.
The Director appeared before the legislation committee regarding AB498 (a bill to simplify the status of ex-offenders on whether they can register to vote or not) to support the bill. There is a 500 page referendum associated with a bill that President Chiu is trying to reduce to 100 pages in the voter guide. Supervisor Wiener is trying to reduce it to 20 pages and anything that's not printed would be placed in the public libraries and online.
- (b) Ballot Distribution – reviewing processes.
- (c) Campaign Services – slow; nothing of note for November or June
- (d) Outreach Division – busy handing out accessibility brochures, reminding people to visit the Department's website for information, continuing to attend naturalization ceremonies, they registered 223 new citizens of which 63 people were San Franciscans, they attended the Richmond Community Health Fair, and will be attending the Asian Heritage Street Celebration, May Citizenship ceremonies, and Project Homeless Connect.
- (e) Poll Worker Division - created a power point training presentation on disability and sent it to the Mayor's office which is reviewing it and the Pollworker Division is waiting on their feedback. Next network meeting is May 30th and instructions for setting up voting equipment is the topic. They've also been testing their online availability tools for the letters and correspondence with the poll workers. They've met with the Asian Law Caucus and reviewed online poll worker training and received positive feedback. They will be making some adjustments.
- (f) Precinct Services – has been looking at mailbox addresses vs. business addresses. 66 business addresses were identified that will no longer be used for registration purposes.
- (g) Publications – all the ballot shells, templates for the ballots for November are done and now we're waiting for content. All the common pages (ranked choice voting, registration, etc., that you see from election to election in a voter guide) have been reviewed and are ready to go.
- (h) Technology Division – working with everyone else
- (i) Voter Services - conducting the usual maintenance on voter files. They will be sending out postcards to people whose addresses have changed according to the post office. Last week 20,000 were mailed out and in June another 56,000 will go out to people who haven't voted in the last 2 statewide elections, who haven't changed their names, addresses, or party affiliation.
 - Inactive Voter Registration Record – If a voter is listed as inactive, the Elections Department doesn't send them any correspondence, they are in the green pages of the roster, but if they show up for an election and say they still live at the address they registered at voter, they can still vote.
 - Cancelled Record – If a voter is listed as canceled, the Elections Department doesn't send them any correspondence, they're not printed in the voter guide, if they show up at an election and say they still live at the address they registered at and it's past the deadline to register, they cannot vote.

After four years if you haven't changed your name, address, or party affiliation you become cancelled. To become inactive: We send you a voter guide and instead of sending the guide back to us the Post Office sends a file from the National Change Of Address notifying us that you moved. Once we get this information back from them we would inactivate you and send you a postcard saying hey we inactivated you but are you there.

- (j) Warehouse - archiving things for retention, preparing to move at some point.

Commissioner Yu wanted to know is there a way to verify that none of the "ghost" (non- responders/inactive voters) people show up as voters? Director Amtz replied that we get all of the vote-by-mail ballots back, we scan them, and take a picture of the envelopes and rosters. So if you try and vote absentee and at the polling place we would know because we compare the signatures and the bubbles on the rosters.

Commissioner Gleason inquired about the 66 addresses that were deemed unusable most of which were business addresses. Director Arntz stated that the Department will send someone out there to go and look and talk to people and verify if it is a legitimate address or not.

Commissioner Gleason wanted to know to what extent is the Department involved in giving the actual cost and what's required of the voter pamphlet? Director Amtz said that he's not out there advocating but when asked a question I do provide answers. Furthermore, I do think that the printing of the referendum is not the best use of the Department's resources. Because I know if we spend \$1.8 million to print that one measure and mail it out the City is going to first look at our budget and see where they can find savings and going forward that will cause a problem for the Department.

Commissioner Gleason stated that the ballot simplification committee is a distillation and has a public review process so how they can say we'll cut it off at 100 pages or 20?

NO PUBLIC COMMENT

8. Approval of Minutes from previous meeting.

Commissioner Gleason motioned to approve the minutes of the April 17, 2013 meeting and Commissioner

Safont seconded it. The roll call vote was UNANIMOUS to APPROVE.

NO PUBLIC COMMENT

9. Commissioner's Report

10. Announcements

City Attorney Mollie Lee will no longer be working with the Elections Commission and will be replaced by Josh White beginning June 3, 2013. Each of the Commissioners commended Deputy City Attorney Lee for her work on behalf of the Commission, and thanked her for her service.

There will not be a meeting in July.

11. Discussion and possible action regarding items for future agendas

Commissioner Gleason expects to complete the President's Annual Report for 2012 shortly and asked that it be placed on a future agenda.

11. Adjournment 7:46pm

Commissioner Matthews excused himself from the meeting at 7:15pm

ELECTIONS COMMISSION
City and County of San Francisco

Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Winnie Yu



John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

**NOTICE OF PROPOSED AMENDMENTS
TO THE BYLAWS OF THE ELECTIONS COMMISSION**

TO BE ACTED UPON AT THE MEETING OF JUNE 19, 2013

This notice is issued pursuant to San Francisco Charter Section 4.104 (a)(1) and San Francisco Elections Commission Bylaws Article XIII, which require circulation of proposed bylaws amendments to all Commissioners and notice to the public at least ten (10) days prior to the meeting where the motion to amend is made.

9/13
The San Francisco Elections Commission will discuss and vote upon proposed bylaws amendments at its meeting of June 19, 2013, in City Hall, Room 408. The proposed bylaws are included as Attachment A. A redline draft showing changes to the existing bylaws is included as Attachment B.

Date of Notice: May 16, 2013.

05-21-13A10:27 RCD

GOVERNMENT
DOCUMENTS DEPT

MAY 21 2013

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ELECTIONS COMMISSION
City and County of San Francisco

Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Arnold Townsend
Winnie Yu



John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting

Wednesday, June 19, 2013
6:00 p.m.

06-12-13P02:18 RCVD

City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

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JUN 12 2013

Order of Business

1. Call to Order & Roll Call.

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2. Approval of minutes from previous meeting.

Discussion and possible action to approve the minutes of the May 15, 2013 Elections Commission Meeting. (Attachment: May 15, 2013 draft minutes.)

3. Discussion and possible action regarding the bylaws of the Elections Commission.

Discussion and possible action regarding the bylaws of the Elections Commission and potential amendments thereto. (Attachments: proposed amended bylaws, proposed amended bylaws in redline format.)

4. Director's Report.

Division Updates

Budget/Personnel (Admin.)	Precinct Services / ADA
Ballot Distribution	Publications
Campaign Services	Technology (MIS)
Outreach	Voter Services
Poll worker	Warehouse

5. Discussion and Possible action regarding Proposed San Francisco Ordinances 130413 and 130434.

Discussion and possible action regarding proposed Ordinances 130413 and 130434, now before the San Francisco Board of Supervisors, which would permanently amend the Municipal Elections Code to specify that the Voter Information Pamphlet will not include the legal text of any ballot measure larger than 20 pages or 100 pages. Possible action includes without limitation a motion authorizing a Commission member to appear before the Rules Committee of the Board of Supervisors on June 20, 2013 to present the Commission's position with

respect to proposed Ordinances 130413 and 130434. (Attachments: Board of Supervisors Legislative Digest for proposed Ordinance 130413; Board of Supervisors Legislative Digest for proposed Ordinance 130434.)

6. Commissioners' Reports.

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

7. Announcements.

8. Discussion and possible action regarding items for future agendas.

9. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.

10. Adjournment

There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

Cell phones, pagers and similar sound-producing electronic devices: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Disability Access: The Elections Commission meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in a meeting, please contact the Department of Elections at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Late requests will be honored, if possible. Services available on request include the following: American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes. Please contact the Department of Elections at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for a disability-related modification or accommodation.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code): Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO CA 94102-4689; PHONE: (415) 554-7724; FAX: (415) 554-7854; E-MAIL: SOTF@SFGOV.ORG.

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

Lobbyist Registration and Reporting Requirements: Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; and website: www.sfgov.org/ethics.

SAN FRANCISCO ELECTIONS COMMISSION

BYLAWS

(Last amended at the meeting of The Elections Commission on January 20, 2010 Amended at the meeting of the Elections Commission on _____, 2013)

ARTICLE I

THE COMMISSION

Section 1. Commission Designation

The Commission is officially designated "The San Francisco Elections Commission" (hereinafter the "Commission").

Section 2. Site

The Commission's principal office and site for filing all relevant documents is: Room 48, 1 Dr. Carlton B. Goodlett Place, San Francisco, California 94102.

ARTICLE II

PURPOSE

Section 1. Purpose

- A. The Commission shall oversee all public, federal, state, district, and municipal elections in the City and County of San Francisco, as well as set general policies for the Department of Elections.
- B. The Commission shall be responsible for the proper administration of the general practices of the Department of Elections subject to the San Francisco Charter's budgetary and fiscal provisions as well as other applicable state and federal laws.

ARTICLE III

COMMISSION'S EXISTENCE AND OPERATIONS

Section 1. Commission Establishment

The Commission exists and functions pursuant to Section 13.103.5; of the San Francisco Charter which establishes the Commission's jurisdiction, number of members ~~of the Commission, Commissioners' terms and, the term~~ limitations, the employment limitations, and other relevant matters controlling the Commission's operation. (See; Attachment "A").

The Commission also generally functions pursuant to Sections 4.102 – 4.104 of the San Francisco Charter, except to the extent that a given subsection conflicts with or is incompatible with the Sections 13.103.5 or 13.104 of the San Francisco Charter.

Section 2. Public Officials

Because the Charter provision creating the Commission makes Commission members officials of the City and County of San Francisco, the Commissioners are eligible for health benefits pursuant to Section A8.420; of the San Francisco City Charter. (See; Attachment "B").

ARTICLE IV

COMMISSION'S POWERS AND DUTIES

- A. The Commission shall create and implement general plans and policies consistent with the Commission's stated Charter purposes and objectives.
- B. The Commission shall consider approval of written plans, prior to each election, submitted by the Director of Elections, detailing the policies, procedures, and personnel that will be used to conduct the election.
- C. The Commission shall conduct an assessment of how well the election plan referred to

in subsection (B) above succeeded in carrying out a free, fair and functional election.

D. After public hearing, the Commission shall approve a departmental budget subject to Section 9.103, of the San Francisco Charter.

E. The Commission shall recommend to the Board of Supervisors rates, fees, and similar charges within the Commission's jurisdiction.

F. The Commission shall hire, manage, and supervise the Director of the Department of Elections.

G. The Commission shall may conduct investigations into areas within the Commission's jurisdiction by holding hearings and taking testimony, and make recommendations to the Mayor or Board of Supervisors.

H. The Commission shall appoint an Executive Secretary to manage the affairs and operations of the Commission.

I. The Commission shall may retain temporary counsel for specific purposes.

J. The Commission shall formulate, evaluate, and approve goals, objectives, plans and programs and set general policies consistent with the overall objectives of the City and County.

K. The Commission shall exercise such other powers and duties as shall be prescribed by the Board of Supervisors which are not inconsistent with other laws which apply to the Elections Commission.

L. The Commission shall may adopt rules and regulations consistent with the San Francisco Charter and ordinances of the City and County setting forth general policies and practices relating to all public elections conducted by the department. No rule or regulation shall be adopted, amended, or repealed, without a public hearing. At least ten days' public notice shall be given for such a public hearing. All such rules and regulations shall be filed with the Clerk of the Board of Supervisors.

M. The Commission shall prepare an annual report describing its activities and shall file such report with the Mayor and the Clerk of the Board of Supervisors consistent with the Commission's duties under Section 4.103 of the San Francisco Charter and Sections 1.56 and 8.16 of the Administrative Code. This annual report shall cover the calendar year ~~of the Commission's President's term~~, from January 1 through December 31.

N. The Sunshine Ordinance requires the Commission Secretary to maintain a public review file containing a copy of any communication which the Commission Secretary has distributed to or received from a quorum of the Commission concerning a matter calendared by the body within the previous 30 days or likely to be calendared within the next 30 days. The Commission's public review file shall include any correspondence sent to a majority of the Commission in connection with any matter within the jurisdiction of the Commission (regardless of whether it has been calendared or is likely to be calendared in the previous or next 30 days). Any Commissioner who knowingly receives correspondence that on its face is addressed to a majority of the Commission concerning such a matter shall forward such correspondence to the Commission Secretary for inclusion in the public review file.

ARTICLE V

OFFICERS

Section 1. Officers

A. The Commission's executive officers are President and Vice President, who serve at the Commission's pleasure.

B. The Commission shall elect the executive officers by majority vote of the Commission's full membership. The election of Commission executive officers shall be conducted at a Commission meeting in January of each year. The terms shall begin immediately at the conclusion of the meeting in which elections are held.

C. The Executive Officers' terms are one year.

D. If a vacancy occurs in either executive office, the Commission shall elect a new Executive Officer to fill that vacancy by majority vote of the Commission's full membership at the next regular meeting.

Section 2. The President

A. The President shall preside at all Commission meetings when present.

- B. The President, with the Commission's advice, shall prepare the agenda for all meetings.
- C. The President shall appoint all committee members and committee chairs, who shall serve at the President's pleasure.
- D. In the President's absence, the ~~Vice p~~President shall preside at the Commission meeting. In the absence of both the ~~p~~President and ~~Vice p~~President, the Commission shall elect a ~~p~~President pro tem who shall preside at the Commission meeting.
- E. As soon as reasonably practicable following completion of each calendar year, the President who served at the conclusion of that calendar year shall present a draft annual report to the full Commission. In January of each year following completion of the President's term the previous calendar year and the An annual report shall be approved by the full Commission no later than February 28th of that year as soon as reasonably practicable following submission of the draft annual report.

Section 3. The Vice President

- A. In the absence of the President, the Vice President shall act assume the President's duties.
- B. The Vice President shall perform such other duties as the President may determine.

ARTICLE VI

COMMISSION STAFF

Section 1. Director of Elections

- A. Section 13.104 of the San Francisco Charter establishes the Director of Election's duties, term of service, method of removal and shall control the Director's official conduct.
- B. The Director shall attend all Commission and committee meetings except as excused by the President or the applicable committee Chair.
- C. The Director shall report timely and regularly to the Commission on all matters concerning the Department's operation.

Section 2. Commission Executive Secretary

- A. The Executive Secretary shall attend all Commission and committee meetings except as excused by the President or the applicable committee Chair.
- B. The Executive Secretary shall be responsible for the proper recordation and distribution of all Commission actions, correspondence, agendas, and other duties assigned by the Commission President, including research, assisting committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping the Department of Elections staff prepare presentations before the Commission, and representing the Commission at public ~~and political~~ gatherings as required by the Commission President.
- C. The Executive Secretary shall also serve as Executive Assistant to the Commission President and, as such Executive Assistant to the Commission President, shall be responsible for communication between the Commission members, the Commission, and the Director, ~~Department of Elections,~~ as well as other tasks the President ~~shall may~~ assign.

Section 3. Annual Reviews of Director of Elections and Commission Executive Secretary

The Commission shall conduct performance reviews for the Director of Elections and the Executive Secretary during each fiscal year ~~beginning the fiscal year for 2008-2009.~~ Each such review shall include, but need not be limited to, ~~a self-assessment and~~ a written or in-person evaluation of that individual's performance by the Commission.

ARTICLE VII

COMMITTEES

Section 1. Standing Committee

The Commission shall establish one standing committee, the Budget and Oversight of Public Elections Committee. The regular meeting of the Committee shall be held on the First Wednesday of each month at 6:00 p.m., except in the case of a City-recognized holiday, when the meeting shall be held on the first Thursday following the first Wednesday of the month. Meetings shall be held at City Hall, ~~One~~One Dr. Carlton B. Goodlett Place, Room 421, in the City of San Francisco. The Commission or the Committee may change the date, time or place of its regular meeting by motion. At any time, the President of the Commission or the Chair of the Committee may cancel a regular meeting, subject to provision of appropriate notice.

Section 2. Additional Committees

The Commission may create additional committees when the Commission determines, by a majority vote, such additional committees are necessary.

Section 3. Committee Operations

- A. Each committee shall consist of three members.
- B. A quorum shall consist of a majority of the committee members.
- C. The Committee shall act through majority vote of the Committee.
- D. If any Committee adopts a motion making any recommendation to the Commission, the Committee Chair shall promptly advise the Commission President, who the Commission president shall place that items on the agenda for the next Commission meeting.

ARTICLE VIII

MEETINGS

Section 1. Quorum

- A. A quorum shall consist of a majority of the members of the Commission, based on the total number of seats designated by law.
- B. For a motion or other transaction to be adopted by the Commission, it must receive a majority vote of the Commission membership based on the total number of seats designated by law.

Section 2. Public Comment

- A. The Commission meetings are public; the Commission shall encourage public comment.
- B. Any member of the public ~~member~~ may address the Commission once for up to three minutes on any agenda item.
- C. Public comment is hereby made a permanent agenda item.
- D. When an item may generate considerable public comment, the presiding officer, at his or her sole discretion, ~~can~~may require public commentators to sign up with the Executive Secretary.
 - 1. Public commentators will speak based on "sign up" order.
 - 2. Public commentators who do not sign or do not wish to give their name may comment after those who signed up to speak.
- E. The presiding officer shall have the right to restrict public comment to a maximum of one minute if circumstances warrant restriction.

Section 3. Public Minutes

- A. The Commission shall record minutes of each meeting and shall comply with the provisions of the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.16).
- B. Whenever practicable, the Commission shall approve the minutes at the next Commission meeting.

Section 4. Regular Meetings

- A. Regular meetings shall be held on the third Wednesday of each month at ~~76~~7:00 p.m., except in the case of a City-recognized holiday, when the meeting shall be held on the first Thursday following the third Wednesday of the month. Meetings shall be held at City Hall, ~~One~~One Dr. Carlton B. Goodlett Place, Room 408, in the City of San Francisco.

B. The Commission may change the date, time or place of its regular meeting by motion. At any time, the President may cancel a regular meeting, subject to provision of appropriate notice.

C. Regular meetings and/or special meetings may be held at other places, dates or times, subject to provisions of appropriate notice.

Section 5. Closed Meetings

A. The Commission is authorized to hold closed (non-public) meetings for limited purposes to discuss and act on matters such as threats to the security of the Department of Elections; ~~the~~ consideration of the appointment, employment, evaluation, performance, or dismissal of the Director; Department of Elections; or Commission Executive Secretary; ~~or~~ pending litigation; and certain other matters as authorized by law.

B. For closed sessions regarding pending litigation, the Commission shall vote on whether to go into closed session. For all other closed sessions, the President of the Commission may call a closed session. Upon consultation ~~of~~with the City Attorney, and after determination a closed session is both authorized and appropriate under the circumstances, ~~the President of the Commission may call a closed session.~~

Section 6. Special Meetings

The President of the Commission may call special meetings to address specific matters.

Section 7. Attendance

1. Except in the event of a notified absence (defined below), each member of the Commission is expected to attend each regular, special, or Committee meeting of which he/she is a member.

2. A member's absence shall constitute a notified absence where the member, in advance of the meeting, informs the Secretary of the Commission or other person whom the Commission has designated that the member will be absent. An absence due to unforeseen circumstances such as illness or emergency shall also qualify as a notified absence where the member reports such absence to the Secretary as soon as reasonably possible.

3. The Secretary of the Commission shall maintain a record of attendance and shall report all instances of non-notified absences to the member's appointing authority, as well as ~~In addition, any time a member is absent from three consecutive regular meetings, the Secretary of the Commission shall report such absences as any instance of three consecutive absences of a member from regular meetings to the Commission President and to the member's appointing authority.~~

4. ~~At the end of each fiscal year~~ In November of each year, the Secretary of the Commission shall submit a written report to the appointing authority ~~ies of the Commission's membership for each Commission member detailing each such Commission member's attendance at all meetings of the Commission for that fiscal year~~ the prior twelve month period.

ARTICLE IX

VOTING

Section 1. Voting and Abstention.

A. Each member present at a Commission meeting shall vote 'yes' or 'no' when a question is put unless the member is legally prohibited from voting or is excused from voting by a motion adopted by a majority of members present.

~~B. If a question of conflict of interest arises, the Commissioners, by majority vote, shall determine if such conflict exists and shall excuse that Commissioner from voting on the question if a conflict is found.~~

Section 2. Voting By Proxy

No proxy voting shall be allowed.

ARTICLE X

COMMISSION DEALINGS WITH THE DEPARTMENT OF ELECTIONS

The Commission shall deal with the Department of Elections solely through the Director of Elections, or his or her designees; and any dictation, suggestions, or inference prohibited by the San Francisco Charter on the part of any Commission member shall constitute official misconduct; provided, however, nothing contained in this section shall restrict the Commission's powers of oversight of all public elections conducted by the department, hearing, and inquiry provided in the San Francisco Charter.

ARTICLE XI

COMMISSION ANNALS-ANNUAL REPORT

Section 1.

Each year, the Commission President shall cause to be bound the "Commission Annals-Annual Report".

Section 2.

~~Such annals shall be divided into the following sections in a manner so that succeeding Commissions have ready access to the information contained therein:~~

- ~~A. — Budget for the year;~~
- ~~B. — President's report;~~
- ~~C. — Commission minutes;~~
- ~~D. — Other information the Commission deems significant and of assistance to subsequent Commissions;~~

The Commission Annual Report shall contain the President's report of the activities of the Commission during the previous year, as well as any other information the President deems significant and of likely assistance to subsequent Commissions.

Section 3.

It is the intent to preserve and pass on to successive Commissions relevant information so as to make more effective subsequent Commission tenures by providing institutional memory to assist in resolution of recurring Commission problems.

ARTICLE XII

ROBERT'S RULES

At the President's discretion, unless the Charter or other law requires otherwise, meetings shall be governed by the most recent edition of Roberts Rules of Order Newly Revised.

ARTICLE XIII

BYLAW AMENDMENTS

The Elections Commission may amend these Bylaws by majority vote of the full Commission after circulating the proposed amendments at least ten (10) days prior to the meeting where a motion to amend is to be made.

ARTICLE XIV

The Elections Commission operations calendar

- ~~A. The Commission shall establish and maintain an Elections Commission Operation Calendar.~~
- ~~B. Such calendar shall, on a monthly basis, state specifically the Commission's mandated activities for each month of the calendar year.~~
- ~~C. The Commission President, the Commission Secretary, and the Director of Elections shall meet at a convenient time and place to create such calendar to ensure that such calendar coordinates effectively the Commission and Department's activities.~~
 - ~~1. — These individuals shall be designated the Calendar Committee and shall have all powers necessary to determine all relevant matters in the calendar's creation and maintenance.~~
 - ~~2. — After the Calendar's creation, it shall be available to all parties who request a copy of it.~~

D. The Calendar's dates and events are non-binding, advisory in nature, and have no enforceable legal effect and shall be subject to change with or without notice in the sole discretion of the Calendar Committee or its designee.

ATTACHMENT – B

San Francisco Charter

APPENDICES

APPENDIX A-EMPLOYMENT PROVISIONS*

~~AB-120 ESTABLISHMENT OF AND MEMBERSHIP IN HEALTH SERVICE SYSTEM~~

~~A health service system is hereby established. Said system shall be administered by the human resources department subject to the approval of the health service board. The members of the system shall consist of all permanent employees, which shall include officers of the city and county, of the San Francisco Unified School District, and of the Parking Authority of the City and County of San Francisco and such other employees as may be determined by ordinance, subject to such conditions and qualifications as the board of supervisors may impose, and such employees as may be determined by collective bargaining agreement. Any employee who adheres to the faith or teachings of any recognized religious sect, denomination or organization and, in accordance with its creed, tenets or principles, depends for healing upon prayers in the practice of religion shall be exempt from the system upon filing annually with the human resources department an affidavit stating such adherence and dependence and disclaiming any benefits under the system. The human resources department shall have the power to exempt any person whose compensation exceeds the amount deemed sufficient for self coverage and any person who otherwise has provided for adequate medical care. Any claim or request for exemption denied by the human resources department may be appealed to the health services board.~~

ATTACHMENT A

S.F. CHARTER SEC. § 13.103.5. ELECTIONS COMMISSION.

An Elections Commission shall be established to oversee all public federal, state, district and municipal elections in the City and County. The Commission shall set general policies for the Department of Elections and shall be responsible for the proper administration of the general practices of the Department, subject to the budgetary and fiscal provisions of this Charter. These duties shall include but not be limited to approving written plans prior to each election, submitted by the Director of Elections, detailing the policies, procedures, and personnel that will be used to conduct the election as well as an assessment of how well the plan succeeded in carrying out a free, fair and functional election.

The Commission shall consist of seven members who shall serve five-year terms. No person appointed as a Commission member may serve as such for more than two successive five-year terms. Any person appointed as a Commission member to complete more than two and one-half years of a five-year term shall be deemed, for the purpose of this section, to have served one full term. No person having served two successive five-year terms may serve as a Commission member until at least five years after the expiration of the second successive term in office. Any Commission member who resigns with less than two and one-half years remaining until the expiration of the term shall be deemed, for the purposes of this section, to have served a full five-year term.

The Mayor, the Board of Supervisors, the City Attorney, the Public Defender, the District Attorney, the Treasurer, and the Board of Education of the San Francisco Unified School District each shall appoint one member of the Commission. The member appointed by the Mayor shall have a background in the electoral process. The member appointed by the City Attorney shall have a background in elections law. The member appointed by the Treasurer shall have a background in financial management. The members appointed by the District Attorney, Public Defender, the Board of Education of the San Francisco Unified School District, and the Board of Supervisors shall be broadly representative of the general public. In the event a vacancy occurs, the appointing authority who appointed the member vacating the office shall appoint a qualified person to complete the remainder of the term. All members initially appointed to the Election Commission shall take office on the first day of January, 2002.

The initial terms of Commission members shall expire according to the following guidelines: the term of the members appointed by the Mayor and the Board of Education of the San Francisco Unified School District shall expire on January 1, 2003; the term of the members appointed by the Board of Supervisors and the Treasurer shall expire on January 1 2004; the term of the member appointed by the City Attorney shall expire January 1, 2005; the term of the member appointed by the Public Defender shall expire January 1, 2006; and the term of the member appointed by the District Attorney shall expire January 1, 2007.

Members of the Commission shall serve without compensation. Members of the Commission shall be officers of the City and County, and may be removed by the appointing authority only pursuant to Section 15.105. During his or her tenure, members and employees of the Elections Commission are subject to the following restrictions:

(a) Restrictions on Holding Office. No member or employee of the Elections Commission may hold any other City or County office or be an officer of a political party.

(b) Restrictions on Employment. No member or employee of the Elections Commission may be a registered campaign consultant or registered lobbyist, or be employed by or receive gifts or other compensation from a registered campaign consultant or registered lobbyist. No member of the Elections Commission may hold any employment with the City and County and no employee of the Elections Commission may hold any other employment with the City and County.

(c) Restrictions on Political Activities. No member or employee of the Elections Commission may participate in any campaign supporting or opposing a candidate or ballot measure that will

appear on the San Francisco ballot, other than candidates seeking election to federal or statewide office. For purposes of this section, participation in a campaign includes but is not limited to making contributions or soliciting contributions to any committee, including general purpose committees; publicly endorsing or urging endorsement of any candidate or ballot measure; or participating in decisions by organizations to participate in a campaign.

If a person appointed to the Elections Commission is, at the time of appointment, an officer or employee, as prohibited by this section, that person shall be eligible to serve on the Elections Commission only if he or she resigns from his or her office or employment within thirty days of appointment.

(Added November 2001; amended November 2002)

An Elections Commission shall be established to oversee all public federal, state, district and municipal elections in the City and County. The Commission shall set general policies for the Department of Elections and shall be responsible for the proper administration of the general practices of the Department, subject to the budgetary and fiscal provisions of this Charter. These duties shall include but not be limited to approving written plans prior to each election, submitted by the Director of Elections, detailing the policies, procedures, and personnel that will be used to conduct the election as well as an assessment of how well the plan succeeded in carrying out a free, fair and functional election.

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The Mayor, the Board of Supervisors, the City Attorney, the Public Defender, the District Attorney, the Treasurer, and the Board of Education of the San Francisco Unified School District each shall appoint one member of the Commission. The member appointed by the Mayor shall have a background in the electoral process. The member appointed by the City Attorney shall have a background in elections law. The member appointed by the Treasurer shall have a background in financial management. The members appointed by the District Attorney, Public Defender, the Board of Education of the San Francisco Unified School District, and the Board of Supervisors shall be broadly representative of the general public. In the event a vacancy occurs, the appointing authority who appointed the member vacating the office shall appoint a qualified person to complete the remainder of the term. All members initially appointed to the Election Commission shall take office on the first day of January, 2002.

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Members of the Commission shall serve without compensation. Members of the Commission shall be officers of the City and County, and may be removed by the appointing authority only pursuant to Section 15.105. During his or her tenure, neither a member nor an employee of the Commission may: hold any other public office or employment with the City, state or federal government, with a district governmental body, with the governing body of any political party, with any City, district, state or federal official, or with a member of the governing body of any political party; participate in contribute to, solicit contributions to publicly endorse or urge the endorsement of a campaign supporting or opposing a candidate for City, district, state or federal office appearing on the ballot in San Francisco;

the governing body of any political party appearing on the ballot in San Francisco, or a City, regional or state ballot measure appearing on the ballot in San Francisco; be an officer, director or employee of or hold a policymaking position in an organization that makes political endorsements regarding candidates or ballot measures appearing on the ballot in San Francisco; be a registered lobbyist or campaign consultant as defined under the City's lobbyist or campaign consultant ordinances; or employ or be employed by, or receive any gifts or other compensation from, a person required to register as a lobbyist or campaign consultant under the City's lobbyist or campaign consultant ordinances, a person who employs someone required to register as a lobbyist or campaign consultant under the City's lobbyist or campaign consultant ordinances, or a person who is employed by or holds office in an organization that makes political endorsements regarding candidates or ballot measures appearing on the ballot in San Francisco. If a person appointed to the Elections Commission is, at the time of appointment, an officer, director or employee of or holds a policymaking position in an organization described herein, that person shall be eligible to serve on the Elections Commission only if he or she resigns from his or her office or employment with that organization within thirty days of appointment.

For the purpose of this Section, "district" shall mean an existing or proposed public entity whose area includes any portion of the City and County of San Francisco or whose candidates or measures appear on the ballot in San Francisco. This Section is not intended to prohibit a member or employee of the Commission from serving with the federal or state military reserves. (Added November 2001)

ATTACHMENT —B

San Francisco Charter

APPENDICES

APPENDIX A EMPLOYMENT PROVISIONS*

S.F. CHARTER § A8.420. ESTABLISHMENT OF AND MEMBERSHIP IN HEALTH SERVICE SYSTEM.

A health service system is hereby established. Said system shall be administered by the human resources department subject to the approval of the health service board. The members of the system shall consist of all permanent employees, which shall include officers of the eCity and eCounty, of the San Francisco Unified School District, and of the Parking Authority of the City and County of San Francisco and such other employees as may be determined by ordinance, subject to such conditions and qualifications as the bBoard of sSupervisors may impose, and such employees as may be determined by collective bargaining agreement. Any employee who adheres to the faith or teachings of any recognized religious sect, denomination or organization and, in accordance with its creed, tenets or principles, depends for healing upon prayers in the practice of religion shall be exempt from the system upon filing annually with the human resources department an affidavit stating such adherence and dependence and disclaiming any benefits under the system. The human resources department shall have the power to exempt any person whose compensation exceeds the amount deemed sufficient for self coverage and any person who otherwise has provided for adequate medical care. Any claim or request for exemption denied by the human resources department may be appealed to the health services board.

ATTACHMENT C

S.F. CHARTER § SEC-13.104. DEPARTMENT OF ELECTIONS.

A Department of Elections shall be established to conduct all public federal, state, district and municipal elections in the City and County. The department shall be administered by the Director of Elections, who shall be vested with the day-to-day conduct and management of the Department and of voter registration and matters pertaining to elections in the City and County. The Director shall report to the Elections Commission.

For purposes of this section, the conduct of elections shall include, but not be limited to: voter registration; the nomination and filing process for candidates to City and County offices; the preparation and distribution of voter information materials; ballots, precinct operations and vote count; the prevention of fraud in such elections; and the recount of ballots in cases of challenge or fraud.

The Director shall be appointed by the Elections Commission from a list of qualified applicants provided pursuant to the civil service provisions of this Charter. The Director shall serve a five-year term, during which he or she may be removed by the Elections Commission for cause, upon written charges and following a hearing. The Elections Commission shall present the written charges to the Director no less than thirty days before the hearing. If the Elections Commission votes to remove the Director, he or she shall have the right to appeal to the Civil Service Commission. On appeal, the Civil Service Commission shall be limited to consideration of the record before the Elections Commission; however, the Civil Service Commission may independently evaluate and weigh evidence and may in its discretion consider evidence proffered to the Elections Commission that the Commission excluded and may in its discretion exclude evidence that the Elections Commission considered. The term of the Director shall expire five years after his or her appointment. No less than thirty days before the expiration of the Director's term, the Elections Commission shall appoint a Director for the next term, who may but need not be the incumbent Director. Subject to the civil service provisions of this Charter, the Director shall have the power to appoint and remove other employees of the Department of Elections.

In addition to any other conflict of interest provisions applicable to City employees, the Director of Elections and all other employees of the Department of Elections shall be subject to the conflict-of-interest provisions in Section 13.103.5. The Elections Commission, may upon the recommendation of the Director of Elections and a finding that the Department will not have adequate staffing to conduct an election, request from the Board of Supervisors a waiver of the conflict-of-interest provisions in Section 13.103.5 for employees working no more than thirty days in a single calendar year. The Board of Supervisors shall approve or deny such requests from the Elections Commission by motion.

(Amended November 2001)

SAN FRANCISCO ELECTIONS COMMISSION

BYLAWS

(Amended at the meeting of the Elections Commission on _____, 2013)

ARTICLE I

THE COMMISSION

Section 1. Commission Designation

The Commission is officially designated "The San Francisco Elections Commission" (hereinafter the "Commission").

Section 2. Site

The Commission's principal office and site for filing all relevant documents is: Room 48, 1 Dr. Carlton B. Goodlett Place, San Francisco, California 94102.

ARTICLE II

PURPOSE

Section 1. Purpose

- A. The Commission shall oversee all public, federal, state, district, and municipal elections in the City and County of San Francisco, as well as set general policies for the Department of Elections.
- B. The Commission shall be responsible for the proper administration of the general practices of the Department of Elections subject to the San Francisco Charter's budgetary and fiscal provisions as well as other applicable state and federal laws.

ARTICLE III

COMMISSION'S EXISTENCE AND OPERATIONS

Section 1. Commission Establishment

The Commission exists and functions pursuant to Section 13.103.5 of the San Francisco Charter which establishes the Commission's jurisdiction, number of members, terms and term limitations, employment limitations, and other relevant matters controlling the Commission's operation. (See Attachment "A").

The Commission also generally functions pursuant to Sections 4.102 – 4.104 of the San Francisco Charter, except to the extent that a given subsection conflicts with or is incompatible with the Sections 13.103.5 or 13.104 of the San Francisco Charter.

Section 2. Public Officials

Because the Charter provision creating the Commission makes Commission members officials of the City and County of San Francisco, the Commissioners are eligible for health benefits pursuant to Section A8.420 of the San Francisco City Charter. (See Attachment "B").

ARTICLE IV

COMMISSION'S POWERS AND DUTIES

- A. The Commission shall create and implement general plans and policies consistent with the Commission's stated Charter purposes and objectives.
- B. The Commission shall consider approval of written plans, prior to each election, submitted by the Director of Elections, detailing the policies, procedures, and personnel that will be used to conduct the election.
- C. The Commission shall conduct an assessment of how well the election plan referred to

in subsection (B) above succeeded in carrying out a free, fair and functional election.

D. After public hearing, the Commission shall approve a departmental budget subject to Section 9.103 of the San Francisco Charter.

E. The Commission shall recommend to the Board of Supervisors rates, fees, and similar charges within the Commission's jurisdiction.

F. The Commission shall hire, manage, and supervise the Director of the Department of Elections.

G. The Commission may conduct investigations into areas within the Commission's jurisdiction by holding hearings and taking testimony, and make recommendations to the Mayor or Board of Supervisors.

H. The Commission shall appoint an Executive Secretary to manage the affairs and operations of the Commission.

I. The Commission may retain temporary counsel for specific purposes.

J. The Commission shall formulate, evaluate, and approve goals, objectives, plans and programs and set general policies consistent with the overall objectives of the City and County.

K. The Commission shall exercise such other powers and duties as shall be prescribed by the Board of Supervisors which are not inconsistent with other laws which apply to the Elections Commission.

L. The Commission may adopt rules and regulations consistent with the San Francisco Charter and ordinances of the City and County setting forth general policies and practices relating to all public elections conducted by the department. No rule or regulation shall be adopted, amended, or repealed, without a public hearing. At least ten days' public notice shall be given for such a public hearing. All such rules and regulations shall be filed with the Clerk of the Board of Supervisors.

M. The Commission shall prepare an annual report describing its activities and shall file such report with the Mayor and the Clerk of the Board of Supervisors consistent with the Commission's duties under Section 4.103 of the San Francisco Charter and Sections 1.56 and 8.16 of the Administrative Code. This annual report shall cover the calendar year from January 1 through December 31.

N. The Sunshine Ordinance requires the Commission Secretary to maintain a public review file containing a copy of any communication which the Commission Secretary has distributed to or received from a quorum of the Commission concerning a matter calendared by the body within the previous 30 days or likely to be calendared within the next 30 days. The Commission's public review file shall include any correspondence sent to a majority of the Commission in connection with any matter within the jurisdiction of the Commission (regardless of whether it has been calendared or is likely to be calendared in the previous or next 30 days). Any Commissioner who knowingly receives correspondence that on its face is addressed to a majority of the Commission concerning such a matter shall forward such correspondence to the Commission Secretary for inclusion in the public review file.

ARTICLE V

OFFICERS

Section 1. Officers

A. The Commission's executive officers are President and Vice President, who serve at the Commission's pleasure.

B. The Commission shall elect the executive officers by majority vote of the Commission's full membership. The election of Commission executive officers shall be conducted at a Commission meeting in January of each year. The terms shall begin immediately at the conclusion of the meeting in which elections are held.

C. The Executive Officers' terms are one year.

D. If a vacancy occurs in either executive office, the Commission shall elect a new Executive Officer to fill that vacancy by majority vote of the Commission's full membership at the next regular meeting.

Section 2. The President

A. The President shall preside at all Commission meetings when present.

B. The President, with the Commission's advice, shall prepare the agenda for all meetings.

C. The President shall appoint all committee members and committee chairs, who shall serve at the President's pleasure.

D. In the President's absence, the Vice President shall preside at the Commission meeting. In the absence of both the President and Vice President, the Commission shall elect a President pro tem who shall preside at the Commission meeting.

E. As soon as reasonably practicable following completion of each calendar year, the President who served at the conclusion of that calendar year shall present a draft annual report to the full Commission. An annual report shall be approved by the full Commission as soon as reasonably practicable following submission of the draft annual report.

Section 3. The Vice President

A. In the absence of the President, the Vice President shall assume the President's duties.

B. The Vice President shall perform such other duties as the President may determine.

ARTICLE VI

COMMISSION STAFF

Section 1. Director of Elections

A. Section 13.104 of the San Francisco Charter establishes the Director of Election's duties, term of service, method of removal and shall control the Director's official conduct.

B. The Director shall attend all Commission and committee meetings except as excused by the President or the applicable committee Chair.

C. The Director shall report timely and regularly to the Commission on all matters concerning the Department's operation.

Section 2. Commission Executive Secretary

A. The Executive Secretary shall attend all Commission and committee meetings except as excused by the President or the applicable committee Chair.

B. The Executive Secretary shall be responsible for the proper recordation and distribution of all Commission actions, correspondence, agendas, and other duties assigned by the Commission President, including research, assisting committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping the Department of Elections staff prepare presentations before the Commission, and representing the Commission at public gatherings as required by the Commission President.

C. The Executive Secretary shall also serve as Executive Assistant to the Commission President and, as such Executive Assistant to the Commission President, shall be responsible for communication between the Commission members, the Commission, and the Director of Elections, as well as other tasks the President may assign.

Section 3. Annual Reviews of Director of Elections and Commission Executive Secretary

The Commission shall conduct performance reviews for the Director of Elections and the Executive Secretary during each fiscal year. Each such review shall include, but need not be limited to, a written or in-person evaluation of that individual's performance by the Commission.

ARTICLE VII

COMMITTEES

Section 1. Standing Committee

The Commission shall establish one standing committee, the Budget and Oversight of Public Elections Committee. The regular meeting of the Committee shall be held on the First Wednesday of each month at 6:00 p.m., except in the case of a City-recognized holiday, when the meeting shall be held on the first Thursday following the first Wednesday of the month. Meetings shall be held at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 421, in the City of San Francisco. The Commission or the

Committee may change the date, time or place of its regular meeting by motion. At any time, the President of the Commission or the Chair of the Committee may cancel a regular meeting, subject to provision of appropriate notice.

Section 2. Additional Committees

The Commission may create additional committees when the Commission determines, by a majority vote, such additional committees are necessary.

Section 3. Committee Operations

- A. Each committee shall consist of three members.
- B. A quorum shall consist of a majority of the committee members.
- C. The Committee shall act through majority vote of the Committee.
- D. If any Committee adopts a motion making any recommendation to the Commission, the Committee Chair shall promptly advise the Commission President, who shall place that item on the agenda for the next Commission meeting.

ARTICLE VIII

MEETINGS

Section 1. Quorum.

- A. A quorum shall consist of a majority of the members of the Commission, based on the total number of seats designated by law.
- B. For a motion or other transaction to be adopted by the Commission, it must receive a majority vote of the Commission based on the total number of seats designated by law.

Section 2. Public Comment

- A. The Commission meetings are public; the Commission shall encourage public comment.
- B. Any member of the public may address the Commission once for up to three minutes on any agenda item.
- C. Public comment is hereby made a permanent agenda item.
- D. When an item may generate considerable public comment, the presiding officer, at his or her sole discretion, may require public commentators to sign up with the Executive Secretary.
 - 1. Public commentators will speak based on "sign up" order.
 - 2. Public commentators who do not sign or do not wish to give their name may comment after those who signed up to speak.
- E. The presiding officer shall have the right to restrict public comment to a maximum of one minute if circumstances warrant restriction.

Section 3. Public Minutes

- A. The Commission shall record minutes of each meeting and shall comply with the provisions of the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.16).
- B. Whenever practicable, the Commission shall approve the minutes at the next Commission meeting.

Section 4. Regular Meetings

- A. Regular meetings shall be held on the third Wednesday of each month at 6:00 p.m., except in the case of a City-recognized holiday, when the meeting shall be held on the first Thursday following the third Wednesday of the month. Meetings shall be held at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 408, in the City of San Francisco.
- B. The Commission may change the date, time or place of its regular meeting by motion. At any time, the President may cancel a regular meeting, subject to provision of appropriate notice.
- C. Regular meetings and/or special meetings may be held at other places, dates or times, subject to provisions of appropriate notice.

Section 5. Closed Meetings

A. The Commission is authorized to hold closed (non-public) meetings for limited purposes to discuss and act on matters such as threats to the security of the Department of Elections; consideration of the appointment, employment, evaluation, performance, or dismissal of the Director of Elections or Commission Executive Secretary; pending litigation; and certain other matters as authorized by law.

B. For closed sessions regarding pending litigation, the Commission shall vote on whether to go into closed session. For all other closed sessions, the President of the Commission may call a closed session upon consultation with the City Attorney, and after determination a closed session is both authorized and appropriate under the circumstances.

Section 6. Special Meetings

The President of the Commission may call special meetings to address specific matters.

Section 7. Attendance

1. Except in the event of a notified absence (defined below), each member of the Commission is expected to attend each regular, special, or Committee meeting of which he/she is a member.

2. A member's absence shall constitute a notified absence where the member, in advance of the meeting, informs the Secretary of the Commission or other person whom the Commission has designated that the member will be absent. An absence due to unforeseen circumstances such as illness or emergency shall also qualify as a notified absence where the member reports such absence to the Secretary as soon as reasonably possible.

3. The Secretary of the Commission shall maintain a record of attendance and shall report all instances of non-notified absences to the member's appointing authority. In addition, any time a member is absent from three consecutive regular meetings, the Secretary of the Commission shall report such absences to the Commission President and to the member's appointing authority.

4. In November of each year, the Secretary of the Commission shall submit a written report to the appointing authority for each Commission member detailing such Commission member's attendance at all meetings of the Commission for the prior twelve month period.

ARTICLE IX

VOTING

Section 1. Voting and Abstention.

Each member present at a Commission meeting shall vote 'yes' or 'no' when a question is put unless the member is legally prohibited from voting or is excused from voting by a motion adopted by a majority of members present.

Section 2. Voting By Proxy

No proxy voting shall be allowed.

ARTICLE X

COMMISSION DEALINGS WITH THE DEPARTMENT OF ELECTIONS

The Commission shall deal with the Department of Elections solely through the Director of Elections, or his or her designees; and any dictation, suggestions, or inference prohibited by the San Francisco Charter on the part of any Commission member shall constitute official misconduct; provided, however, nothing contained in this section shall restrict the Commission's powers of oversight of all public elections conducted by the department, hearing, and inquiry provided in the San Francisco Charter.

ARTICLE XI

COMMISSION ANNUAL REPORT

Section 1.

Each year, the Commission President shall cause to be bound the "Commission Annual Report".

Section 2.

The Commission Annual Report shall contain the President's report of the activities of the Commission during the previous year, as well as any other information the President deems significant and of likely assistance to subsequent Commissions.

Section 3.

It is the intent to preserve and pass on to successive Commissions relevant information so as to make more effective subsequent Commission tenures by providing institutional memory to assist in resolution of recurring Commission problems.

ARTICLE XII

ROBERT'S RULES

At the President's discretion, unless the Charter or other law requires otherwise, meetings shall be governed by the most recent edition of Roberts Rules of Order Newly Revised.

ARTICLE XIII

BYLAW AMENDMENTS

The Elections Commission may amend these Bylaws by majority vote of the full Commission after circulating the proposed amendments at least ten (10) days prior to the meeting where a motion to amend is to be made.

ATTACHMENT A

S.F. CHARTER § 13.103.5. ELECTIONS COMMISSION.

An Elections Commission shall be established to oversee all public federal, state, district and municipal elections in the City and County. The Commission shall set general policies for the Department of Elections and shall be responsible for the proper administration of the general practices of the Department, subject to the budgetary and fiscal provisions of this Charter. These duties shall include but not be limited to approving written plans prior to each election, submitted by the Director of Elections, detailing the policies, procedures, and personnel that will be used to conduct the election as well as an assessment of how well the plan succeeded in carrying out a free, fair and functional election.

The Commission shall consist of seven members who shall serve five-year terms. No person appointed as a Commission member may serve as such for more than two successive five-year terms. Any person appointed as a Commission member to complete more than two and one-half years of a five-year term shall be deemed, for the purpose of this section, to have served one full term. No person having served two successive five-year terms may serve as a Commission member until at least five years after the expiration of the second successive term in office. Any Commission member who resigns with less than two and one-half years remaining until the expiration of the term shall be deemed, for the purposes of this section, to have served a full five-year term.

The Mayor, the Board of Supervisors, the City Attorney, the Public Defender, the District Attorney, the Treasurer, and the Board of Education of the San Francisco Unified School District each shall appoint one member of the Commission. The member appointed by the Mayor shall have a background in the electoral process. The member appointed by the City Attorney shall have a background in elections law. The member appointed by the Treasurer shall have a background in financial management. The members appointed by the District Attorney, Public Defender, the Board of Education of the San Francisco Unified School District, and the Board of Supervisors shall be broadly representative of the general public. In the event a vacancy occurs, the appointing authority who appointed the member vacating the office shall appoint a qualified person to complete the remainder of the term. All members initially appointed to the Election Commission shall take office on the first day of January, 2002.

The initial terms of Commission members shall expire according to the following guidelines: the term of the members appointed by the Mayor and the Board of Education of the San Francisco Unified School District shall expire on January 1, 2003; the term of the members appointed by the Board of Supervisors and the Treasurer shall expire on January 1 2004; the term of the member appointed by the City Attorney shall expire January 1, 2005; the term of the member appointed by the Public Defender shall expire January 1, 2006; and the term of the member appointed by the District Attorney shall expire January 1, 2007.

Members of the Commission shall serve without compensation. Members of the Commission shall be officers of the City and County, and may be removed by the appointing authority only pursuant to Section 15.105. During his or her tenure, members and employees of the Elections Commission are subject to the following restrictions:

(a) Restrictions on Holding Office. No member or employee of the Elections Commission may hold any other City or County office or be an officer of a political party.

(b) Restrictions on Employment. No member or employee of the Elections Commission may be a registered campaign consultant or registered lobbyist, or be employed by or receive gifts or other compensation from a registered campaign consultant or registered lobbyist. No member of the Elections Commission may hold any employment with the City and County and no employee of the Elections Commission may hold any other employment with the City and County.

(c) Restrictions on Political Activities. No member or employee of the Elections Commission may participate in any campaign supporting or opposing a candidate or ballot measure that will appear on the San Francisco ballot, other than candidates seeking election to federal or statewide office. For purposes of this section, participation in a campaign includes but is not limited to making contributions or soliciting contributions to any committee, including general purpose committees; publicly endorsing or urging endorsement of any candidate or ballot measure; or participating in decisions by organizations to participate in a campaign.

If a person appointed to the Elections Commission is, at the time of appointment, an officer or employee, as prohibited by this section, that person shall be eligible to serve on the Elections Commission only if he or she resigns from his or her office or employment within thirty days of appointment.

(Added November 2001; amended November 2002)

ATTACHMENT B

S.F. CHARTER § A8.420. ESTABLISHMENT OF AND MEMBERSHIP IN HEALTH SERVICE SYSTEM.

A health service system is hereby established. Said system shall be administered by the human resources department subject to the approval of the health service board. The members of the system shall consist of all permanent employees, which shall include officers of the City and County, of the San Francisco Unified School District, and of the Parking Authority of the City and County of San Francisco and such other employees as may be determined by ordinance, subject to such conditions and qualifications as the Board of Supervisors may impose, and such employees as may be determined by collective bargaining agreement. Any employee who adheres to the faith or teachings of any recognized religious sect, denomination or organization and, in accordance with its creed, tenets or principles, depends for healing upon prayers in the practice of religion shall be exempt from the system upon filing annually with the human resources department an affidavit stating such adherence and dependence and disclaiming any benefits under the system. The human resources department shall have the power to exempt any person whose compensation exceeds the amount deemed sufficient for self coverage and any person who otherwise has provided for adequate medical care. Any claim or request for exemption denied by the human resources department may be appealed to the health services board.

ATTACHMENT C

S.F. CHARTER § 13.104. DEPARTMENT OF ELECTIONS.

A Department of Elections shall be established to conduct all public federal, state, district and municipal elections in the City and County. The department shall be administered by the Director of Elections, who shall be vested with the day-to-day conduct and management of the Department and of voter registration and matters pertaining to elections in the City and County. The Director shall report to the Elections Commission.

For purposes of this section, the conduct of elections shall include, but not be limited to: voter registration; the nomination and filing process for candidates to City and County offices; the preparation and distribution of voter information materials; ballots, precinct operations and vote count; the prevention of fraud in such elections; and the recount of ballots in cases of challenge or fraud.

The Director shall be appointed by the Elections Commission from a list of qualified applicants provided pursuant to the civil service provisions of this Charter. The Director shall serve a five-year term, during which he or she may be removed by the Elections Commission for cause, upon written charges and following a hearing. The Elections Commission shall present the written charges to the Director no less than thirty days before the hearing. If the Elections Commission votes to remove the Director, he or she shall have the right to appeal to the Civil Service Commission. On appeal, the Civil Service Commission shall be limited to consideration of the record before the Elections Commission; however, the Civil Service Commission may independently evaluate and weigh evidence and may in its discretion consider evidence proffered to the Elections Commission that the Commission excluded and may in its discretion exclude evidence that the Elections Commission considered. The term of the Director shall expire five years after his or her appointment. No less than thirty days before the expiration of the Director's term, the Elections Commission shall appoint a Director for the next term, who may but need not be the incumbent Director. Subject to the civil service provisions of this Charter, the Director shall have the power to appoint and remove other employees of the Department of Elections.

In addition to any other conflict of interest provisions applicable to City employees, the Director of Elections and all other employees of the Department of Elections shall be subject to the conflict-of-interest provisions in Section 13.103.5. The Elections Commission, may upon the recommendation of the Director of Elections and a finding that the Department will not have adequate staffing to conduct an election, request from the Board of Supervisors a waiver of the conflict-of-interest provisions in Section 13.103.5 for employees working no more than thirty days in a single calendar year. The Board of Supervisors shall approve or deny such requests from the Elections Commission by motion.

(Amended November 2001)

LEGISLATIVE DIGEST

[Municipal Elections Code - Publication of Legal Text of Proposed Measures]

Ordinance amending the Municipal Elections Code to specify that the Voter Information Pamphlet will not include the legal text of any ballot measure that exceeds 100 pages.

Existing Law

The Municipal Elections Code requires the Department of Elections ("Department") to prepare a Voter Information Pamphlet ("VIP") in advance of every municipal election. The VIP includes information about candidates and ballot measures to be voted on at the election, as well as general election information. The Department provides the Voter Information Pamphlet to every registered San Francisco voter.

Section 500 of the Municipal Elections Code specifies the material that must be printed in the VIP. For each local ballot measure, the VIP must include the letter and title of the measure, the City Attorney's ballot question, the Ballot Simplification Committee's digest, the Controller's financial analysis, an explanation of how the measure qualified for submission to the voters, ballot arguments for and against the measure, and the full legal text of each measure.

Amendments to Current Law

This ordinance would amend Section 500 of the Municipal Elections Code to change the requirement that the VIP include the full legal text of every ballot measure. Under the proposed ordinance, if the legal text of a ballot measure is over 100 pages, the Director of Elections would have the discretion to omit the legal text of that measure from the VIP or include an excerpt instead of the full legal text. In the event the full legal text of any measure is not included in the VIP, the Department would be required to mail a copy of the full legal text of that measure to any voter upon request.

LEGISLATIVE DIGEST

[Municipal Elections Code - Publication of Legal Text of Proposed Measures]

Ordinance amending the Municipal Elections Code to specify that the Voter Information Pamphlet will not include the legal text of any ballot measure that exceeds 20 pages.

Existing Law

The Municipal Elections Code requires the Department of Elections ("Department") to prepare a Voter Information Pamphlet ("VIP") in advance of every municipal election. The VIP includes information about candidates and ballot measures to be voted on at the election, as well as general election information. The Department provides the Voter Information Pamphlet to every registered San Francisco voter.

Section 500 of the Municipal Elections Code specifies the material that must be printed in the VIP. For each local ballot measure, the VIP must include the letter and title of the measure, the City Attorney's ballot question, the Ballot Simplification Committee's digest, the Controller's financial analysis, an explanation of how the measure qualified for submission to the voters, ballot arguments for and against the measure, and the full legal text of each measure.

Amendments to Current Law

This ordinance would amend Section 500 of the Municipal Elections Code to change the requirement that the VIP include the full legal text of every ballot measure. Under the proposed ordinance, if the legal text of a ballot measure is over 20 pages, the Department would not print the legal text of that measure in the Voter Information Pamphlet. Instead, the Department would be required to post the legal text of that measure on its website, provide the legal text to the Main Library and every branch of the San Francisco public library, and mail a copy of the legal text to any voter upon request.

ELECTIONS COMMISSION
City and County of San Francisco



Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Winnie Yu

John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting
Wednesday, June 19, 2013
6:00 p.m.
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

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DRAFT MINUTES

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1. Call to Order & Roll Call

President Jill Rowe called the meeting to order at 6:00 pm. **PRESENT:** Commissioners Jill Rowe, Gerard Gleason, Winnie Yu, Rosabella Safont, Catalina Ruiz-Healy and Richard Matthews. **ALSO PRESENT:** Director of Elections John Arntz, Deputy City Attorney Josh White, and Commission Secretary Tachina Alexander.

2. Approval of Minutes from previous meetings.

Commissioner Matthews motioned to approve the Minutes of the May 15, 2013 Elections Commission Meeting and it was seconded by Commissioner Safont. The roll call vote was **UNANIMOUS** to **APPROVE** the minutes.

3. Discussion and possible action regarding the bylaws of the Elections Commission.

Public comment: David Pilpel had no objections however he suggested a few tweaks such as "Executive Secretary" be changed to "Commission Secretary" and "Annals" be changed to "Annual"

Commissioner Matthews motioned that the Bylaws be adopted with the suggested edits as is. Commissioner Ruiz-Healy seconded it. The roll call vote was **UNANIMOUS** to **APPROVE**.

4. Director's Report.

Director Arntz

Division Reports

- (a) Administrative (Budget/Personnel) – adopted budget that was \$150,000 less than projected. 16 temporary positions transitioned into permanent which reduced the temporary salary. Mayor's office presentation was brief; split payment in the budget closing out the fiscal year. They will also be submitting an amendment to the resolution voting contract to extend it another 3 years.

- (b) Ballot Distribution – Preparing for November. There is a new deadline for Supervisors which ended in June. There are only 2 candidates this time around.
- (c) Warehouse Services – Receiving supplies and inventorying them as they arrive.
- (d) Outreach Division – Will be renaming their networking group to Voter Information Network. Their next meeting is July 25th and will be discussing how to promote Rank Choice Voting online, and Voter Guides online vs. Paper. They want to hire one Spanish bi-lingual to read and translate and one tri-lingual Mandarin, Cantonese, and Chinese. They are already planning for the drop-off vote-by-mail locations. They have attended the citizenship ceremonies and continue more outreach with project homeless connect on July 9th Fashion Institute connect and other programs.
- (e) Poll Worker Division – Will be having their second networking meeting focusing on job cards. Next meeting on July 18th regarding closing procedures.
- (f) Precinct Services – Locating polling places for November. They have gone to every school to see where to place polls. They have received a \$30,000 grant and that will be used to buy audio and sight disability software.
- (g) Publications – Posted positions for Proofreader date for ballot simplification
- (h) Technology Division – Working on links to re-register people, cancel or update online application for checklist on phone.
- (i) Voter Services – Continuing voter file maintenance, experienced a drop in voter registration, sending out 8,000 postcards and confirmations.

Commissioner Comments:

Commissioner Rowe – How are the events selected?

Director Arntz – Department stays in contact with vendors via postcards saying "Don't forget about us." Constantly building mailing list database since 2002 through events, field work, and word of mouth.

Commissioner Rowe – Who provides phones for phone apps?

Director Arntz – The Department and we get plans that coincide with the election Time.

5. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED SAN FRANCISCO ORDINANCES 130413 AND 130434

Commissioner Gleason - The Board of Supervisors has before them two proposed ordinances to deal with limiting or condensing the number of pages of legal text for measures to voters in the Voter Information Pamphlet. This matter will be heard by the Board's Rules Committee on on June 28, 2013 if I understand the Director correctly.

These proposed ordinances are before the Board to deal with the, at the time, unforeseen issue from the Boards action on June 19, 2012 when they did not allow an amendment reducing the number of pages of material to accompany referendum signature gathering on a particular matter. Rather, at the time, the Board adopted that a wide array of material including EIRs, department memos, correspondence and general planning documents needs to be part of the material accompanying signature gathering. Now all of this same material is part of the legal text of a referendum for the November ballot, and that legal text is

required by San Francisco Municipal Elections Code to be printed and sent to all voters. This is a massive cost and burden to the Department of Elections. And at the same time condensing or not sending it denies voter the usual and immediate access to legal text of measures which we always provide in San Francisco. Whether this was at the time, intentional or a mistake, the change sought to remedy this would be permanent. That is something this Commission should address

Commissioner Rowe – Does that do anything to solve the problem?

Commissioner Gleason – If we leave it, it can be utilized by someone else.

Commissioner Matthews – There is no guarantee it will work forever. Let's call them on the carpet. We oversee elections and let's tell them, by making this a one-time thing we'll make it harder the next time. Let's stop them the next time someone wants to create 500 pages of legal text out of nowhere that we then have to deal with.

Commissioner Ruiz-Healy – This is not what the spirit of the voter information pamphlet should be so let's do it.

Commissioner Rowe - in requiring that the full legal text submitted with the petitions include something like an environmental impact statement or something else that would be similarly long. The suspicion is that is an effort to make the petition process more difficult therefore less likely to succeed. So if this doesn't become a permanent solution to that problem we believe that they would be less likely to require that extra material be added on.

Commissioner Gleason - The commission needs to say that we want to provide people with 100% of the legal text. In my letter to the Board of Supervisors I said we're going to let you get away with it one time because you made a mistake and we can't afford that mistake. We don't want you to change that ability to provide people with 100% of the legal text delivered at the same time with all the other materials.

Commissioner Ruiz-Healy - We're trying not to create an incentive to create massive amounts of legal text regardless of whether or not you need to lug it around. We already have a Ballot Simplification Committee to do that very job.

Commissioner Rowe - According to legislative digest, the proposed solution is that the Director of Election has the discretion to omit legal text and include an excerpt.

Director Arntz - The anti-referendum initiative ordinance which is 42-pages after this that is coming down the pike after this meeting. So even if you do go to the rules committees on this issue you will still have this issue coming behind it. The elections code does allow the county council to write a summary of measure if the full text is not printed on the ballot or in the voter guide. That's a compromise solution and it's something that could go to the ballot simplification committee to get public feedback. I think it should apply to both the referendum and the anti-referendum ordinance. Currently our local code requires that we publish everything so we would need some kind of measure to allow us to publish a summary. The ability for the Board of Supervisors to do so currently exists (Attachment: Excerpt California Elections Code 9280)

Commissioner Yu - In paragraph 2 of the code 9280 in the event the entire text is not printed on the ballot or voter guide there shall be printed an impartial analysis is that what you're referring to that would go through the city attorney and ballot simplification committee?

Director Arntz – Yes

Commissioner Gleason – In the 2nd paragraph 1st line is says "the measure" that means you can apply this singularly to each measure right?

Director Arntz – That I don't know you would have to ask Josh but I would assume so. To me there's a door to get to the next room as far as this issue goes Deputy City Attorney Josh White – I don't know off the top of my head

Commissioner Matthews – In the 2nd paragraph it says "in the event" the entire text of a measure is not printed has that event come about any time since you've been Director?

Director Arntz – No

Commissioner Yu – Which Supervisors introduced the legislative digest for 130413 and 130434?

Commissioner Matthews – Supervisor Weiner the 20 day one and Supervisor Chew the 100 day one.

Commissioner Matthews moved that the President or designee appear before The Board of Supervisors at the appropriate meeting to represent the opinion of The Elections Commission on this matter as discussed; specifically represent the position that whatever statute gets adopted that creates the exception for this coming Election's requirements of publication in the voter information pamphlet sunset the day after this election.

PUBLIC COMMENT: David Pilpel – In state elections code 2nd sentence 1st paragraph the City Attorney shall prepare and impartial analysis... If the City Attorney didn't do so or found that it wasn't impartial they could presumably go to court to try and get that struck or modified prior to publication. I also think this analysis is different from the summary of the measure itself so to do both would be more confusing to voters.

Commissioner Safont seconded it. The roll call vote was UNANIMOUS to APPROVE

6. COMMISSIONER'S REPORTS

NONE

7. ANNOUNCEMENTS

No July meeting

Commissioner Rowe has been in contact with the Mayor's office that has assured her that they will appoint a 7th member to the commission soon which may hopefully be by our next meeting in August.

8. DISCUSSION AND POSSIBLE ACTION REGARDING ITEMS FOR FUTURE AGENDAS

Commissioner Gleason – Annual Report

Public Comment - NONE

9. PUBLIC COMMENT ON ANY ISSUE WITHIN THE ELECTIONS COMMISSION'S GENERAL JURISDICTION UNLESS OTHERWISE

INCLUDED IN AN ITEM ON THIS AGENDA.

David Pilpel – Recently at a state legislation committee meeting where they reviewed a bill that would restrict a type of charter amendments or types of ballot measures could appear. I think state should deal with state election and how we govern our local elections should be for how the city to decide.

10. ADJOURNMENT 7:20pm



CITY & COUNTY OF SAN FRANCISCO

July 17, 2013 - CANCELLED

CANCELLED

Elections Commission Meeting
Wednesday, July 17, 2013
6:00 p.m.
City Hall Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

CANCELLED

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ELECTIONS COMMISSION
City and County of San Francisco

Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Winnie Yu



John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting

Wednesday, August 21, 2013
6:00 p.m.

City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

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Order of Business

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- 1. Call to Order & Roll Call.**
- 2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.**
- 3. Approval of minutes from previous meeting.**
Discussion and possible action to approve the minutes of the June 19, 2013 Elections Commission Meeting. (Attachment: June 19, 2013 draft minutes.)
- 4. Director's Report.**

Division Updates

Budget/Personnel (Admin.)	Precinct Services / ADA
Ballot Distribution	Publications
Campaign Services	Technology (MIS)
Outreach	Voter Services
Poll worker	Warehouse

- 5. Discussion and Possible action regarding Amendments to Municipal Elections Code Section 500 With Respect to Voter Information Pamphlet page limits.**

Discussion and possible action regarding amendments to Municipal Elections Code Section 500, adopted by the Board of Supervisors Rules Committee on June 27, 2013. (Attachments: Legislative Digest and Municipal Elections Code Ordinance for June 27, 2013 amendments to Municipal Elections Code Section 500.)

6. Discussion and Possible action regarding the Commission President's 2012 Annual Report.

Discussion and possible action regarding the Commission President's 2012 Annual Report. (Attachment: Draft 2012 Annual Report)

7. Commissioners' Reports.

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

8. Announcements.

9. Discussion and possible action regarding items for future agendas.

10. Adjournment

There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

Cell phones, pagers and similar sound-producing electronic devices: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Disability Access: The Elections Commission meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in a meeting, please contact the Department of Elections at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Late requests will be honored, if possible. Services available on request include the following: American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes. Please contact the Department of Elections at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for a disability-related modification or accommodation.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code): Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations

are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO CA 94102-4689; PHONE: (415) 554-7724; FAX: (415) 554-7854; E-MAIL: SOTF@SFGOV.ORG.

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

Lobbyist Registration and Reporting Requirements: Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; and website: www.sfgov.org/ethics.

[Municipal Elections Code - Publication of Legal Text of Proposed Measures]

Ordinance amending the Municipal Elections Code to specify that the Voter Information Pamphlet will not include a portion of the legal text of any ballot measure initiative ordinance, declaration of policy or bond measure that exceeds 100 pages.

NOTE: Additions are single-underline italics Times New Roman; deletions are ~~strike-through Italics Times New Roman~~. Board amendment additions are double-underlined; Board amendment deletions are ~~strikethrough normal~~.

Be it ordained by the People of the City and County of San Francisco:

Section 1. The Municipal Elections Code is hereby amended by amending Section 500, to read as follows:

SEC. 500. VOTER INFORMATION PAMPHLET; CONTENTS; FORMAT.

With respect to any election to be held in the City and County, the Director of Elections shall prepare a voter information pamphlet. The voter information pamphlet shall contain, in addition to any other material required by the Charter or by general law, the following materials:

(a) General contents:

- (1) A table of contents;
- (2) An index of candidates and measures;
- (3) A brief explanation of the purpose and use of the pamphlet;
- (4) A summary of voters' rights, including a description of the right provided to every elector by California Elections Code sections 9295 and 13314 to seek a writ of mandate or an injunction prior to the publication of the Voter Information Pamphlet, requiring any or all of the materials submitted for publication in the Pamphlet to be amended or deleted;

1 (5) A brief description of the rules and procedures that govern the submission,
2 selection and publication of ballot arguments in the pamphlet, including a statement explaining
3 that each person entitled to submit a "Proponent's" or "Opponent's" argument is chosen
4 pursuant to the priority list stated in Section 545 of this Code;

5 (6) A disclaimer that neither the Director of Elections nor any other City
6 agency, official or employee verifies the accuracy of information contained in the ballot
7 arguments or candidate qualification statements appearing in the pamphlet, and an
8 explanation that any person submitting a ballot argument or qualifications statement bears the
9 sole responsibility for claims made therein;

10 (7) Artwork, graphics and other material which the Director of Elections
11 determines will make the pamphlet easier to understand or more useful to the voter;

12 (8) Definitions of terms appearing in the pamphlet; and

13 (9) A sample ballot.

14 (b) **Contents as to candidates:**

15 (1) The candidate qualification statement of each candidate for City elective
16 office;

17 (2) A brief statement of the term, compensation, and duties of each City
18 elective office appearing in the pamphlet; and

19 (3) Any notice required by the Campaign Finance Reform Ordinance or the
20 Political Reform Act, Government Code Section 85600, informing voters whether the
21 candidate has adopted the applicable voluntary expenditure ceiling.

22 (c) **Contents as to measures:**

23 (1) The identification of each measure by letter and title;

24 (2) The City Attorney's statement or question for each measure;

1 (3) The digest of each measure prepared by the Ballot Simplification
2 Committee;

3 (4) The Controller's financial analysis of each measure;

4 (5) An explanation of how the measure qualified for submission to the voters;

5 (A) If the measure was submitted to the voters by the Board of
6 Supervisors, the explanation required by Subsection (c)(5) of this Section shall identify those
7 Supervisors who voted for submission of the measure and those Supervisors who voted
8 against submission of the measure,

9 (B) If the measure was submitted to the voters by four or more
10 members of the Board of Supervisors, the explanation required by Subsection (c)(5) of this
11 Section shall identify those Supervisors who submitted the measure,

12 (C) If the measure was submitted to the voters by initiative petition, the
13 explanation required by Subsection (c)(5) of this Section shall include the number of valid
14 signatures of registered San Francisco voters that were required to qualify the measure for
15 the ballot, and the date on which the Director of Elections certified that the measure qualified
16 for the ballot;

17 ~~(6) The full text of each measure to be voted upon at the election;~~

18 ~~(7)~~ (6) The opponent, proponent, rebuttal and paid arguments, if any, for or
19 against each measure;

20 (7) The full legal text of each Charter amendment to be voted upon at the
21 election. For each Charter amendment, the Department of Elections shall cause to be printed
22 immediately below the Ballot Simplification Committee digest, in no less than 10-point bold
23 type, a statement substantially as follows: "The above statement is an impartial analysis of
24 Measure . The full text of this measure appears at page (insert page number)."

1 (87) The full legal text of each measure other than a Charter amendment to be
2 voted upon at the election, unless the legal text of a the measure as submitted to the Department of
3 Elections exceeds 100 pages. In that event, the voter information pamphlet shall contain the first
4 20 pages of the legal text of the measure as submitted to the Department of Elections,
5 provided that the Board of Supervisors may adopt a resolution, effective no later than the 94th
6 day prior to the date of the election, requiring the Director of Elections to include the full legal
7 text of a measure in the voter information pamphlet. the Director of Elections may in his or
8 her discretion omit the text or, in consultation with the City Attorney, prepare a fair and
9 impartial excerpt of the text to include in the voter information pamphlet.

10 (A) If the full legal text of a measure is printed in the voter information
11 pamphlet, the Department of Elections shall cause to be printed immediately below the Ballot
12 Simplification Committee digest, in no less than 10-point bold type, a statement substantially as
13 follows: "The above statement is an impartial analysis of Measure _____. The full text of this measure
14 appears at page (insert page number)."

15 (B) If less than the full legal text of a measure is entirely omitted from printed
16 in the voter information pamphlet, the Department of Elections shall;

17 (i) cause the full legal text to be posted on the Department's
18 website, provided to the Main Library and every branch library of the San Francisco Public
19 Library, and mailed to any voter upon request;

20 (ii) cause to be printed immediately below the Ballot Simplification
21 Committee digest, in no less than 10-point bold type, a statement substantially as follows: "The above
22 statement is an impartial analysis of Measure _____. An excerpt of the text of this measure
23 appears at page (insert page number). The full text of this measure is available online at
24 (insert website address) and in every public library. If you desire a copy of the full text of the

1 measure to be mailed to you, please contact the Department of Elections at (insert telephone number
2 and email address) and a copy will be mailed at no cost to you."; and

3 (iii) cause to be printed immediately below the excerpt of legal text
4 in the voter information pamphlet, in no less than 10-point bold type, a statement substantially
5 as follows: "The text above contains the first 20 pages of Measure _____ but does not include
6 the remaining pages of the measure. The pages that have been excluded may include
7 important information that could be useful to voters, and the Department of Elections
8 encourages voters to review those pages as well. The full text of this measure is available
9 online at (insert website address) and in every public library. If you desire a copy of the full
10 text of the measure to be mailed to you, please contact the Department of Elections at (insert
11 telephone number and email address) and a copy will be mailed at no cost to you."

12 (C) If an excerpt of the legal text of a measure is printed in the voter
13 information pamphlet, the Department of Elections shall cause to be printed immediately
14 below the Ballot Simplification Committee digest, in no less than 10-point bold type, a
15 statement substantially as follows: "The above statement is an impartial analysis of Measure
16 _____. An excerpt of the text of this measure appears at page (insert page number). If you
17 desire a copy of the full text of the measure, please call the Department of Elections at (insert
18 telephone number) and a copy will be mailed at no cost to you." Additionally, the Department
19 of Elections shall cause to be printed immediately preceding the excerpt of the text a
20 statement substantially as follows: "The text printed below is an excerpt of the full text of
21 Measure _____. If you desire a copy of the full text of the measure, please call the
22 Department of Elections at (insert telephone number) and a copy will be mailed at no cost to
23 you."

1 Measures, and the material specified in this Section relating to said measures, shall be
2 printed in the voter information pamphlet in the same order in which designated upon the
3 ballot.

4 If space allows, the items specified in Subsection (c)(1) to (c)(5) of this Section shall be
5 printed together on the same page of the voter information pamphlet. This page shall be
6 known as the "ballot measure title page." The ballot measure title page shall also indicate: ~~the~~
7 ~~page number at which the full text of the measure is printed;~~ the page number at which the
8 arguments for or against the measure are printed; and, if applicable the page number at which
9 the definitions of terms appearing on ballot measure title page are printed.

10 The format of the voter information pamphlet shall be determined by the Director of
11 Elections, subject to the approval of the Ballot Simplification Committee.

12
13 Section 2. Effective Date. This ordinance shall become effective 30 days from the
14 date of passage.

15
16 Section 3. This section is uncodified. In enacting this Ordinance, the Board intends to
17 amend only those words, phrases, paragraphs, subsections, sections, articles, numbers,
18 punctuation, charts, diagrams, or any other constituent part of the Municipal Elections Code
19 that are explicitly shown in this legislation as additions, deletions, Board amendment
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21
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1 additions, and Board amendment deletions in accordance with the "Note" that appears under
2 the official title of the legislation.

3
4 APPROVED AS TO FORM:
DENNIS J. HERRERA, City Attorney

5 By:

6 JON GIVNER
7 Deputy City Attorney

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LEGISLATIVE DIGEST

[Municipal Elections Code - Publication of Legal Text of Proposed Measures]

Ordinance amending the Municipal Elections Code to specify that the Voter Information Pamphlet will include a portion of the legal text of any initiative ordinance, declaration of policy or bond measure that exceeds 100 pages.

Existing Law

The Municipal Elections Code requires the Department of Elections ("Department") to prepare a Voter Information Pamphlet ("VIP") in advance of every municipal election. The VIP includes information about candidates and ballot measures to be voted on at the election, as well as general election information. The Department provides the VIP to every registered San Francisco voter.

Section 500 of the Municipal Elections Code specifies the material that must be printed in the VIP. For each local ballot measure, the VIP must include the letter and title of the measure, the City Attorney's ballot question, the Ballot Simplification Committee's digest, the Controller's financial analysis, an explanation of how the measure qualified for submission to the voters, ballot arguments for and against the measure, and the full legal text of each measure.

Amendments to Current Law

This ordinance would amend Section 500 of the Municipal Elections Code to change the requirement that the VIP include the full legal text of every ballot measure. Under the proposed ordinance, the VIP would still include the full legal text of Charter amendments. For all other ballot measures, if the legal text of the measure is over 100 pages, the VIP would include only the first 20 pages of the legal text. In the event the full legal text of any measure is not included in the VIP, the Department would be required to post the legal text of that measure on its website, provide the legal text to the Main Library and every branch of the San Francisco public library, and mail a copy of the legal text to any voter upon request. The VIP would also include notices explaining to voters how to access the full legal text.

For any measure over 100 pages, the Board of Supervisors could adopt a resolution directing the Director of Elections to include the full legal text.

Additional Information

This legislative digest reflects amendments adopted by the Rules Committee at its special meeting on June 27, 2013.

DRAFT

San Francisco Elections Commission

COMMISSION ANNUAL REPORT

January 01, 2012 – December 31, 2012

Pursuant to the Bylaws of the San Francisco Elections Commission, Article XI, I herewith submit the Commission's Annual Report for the Commission's eleventh year, 2012.

Gerard Gleason
President

Approved by the San Francisco Elections Commission on XXXXXX

San Francisco Elections Commission
#1 Dr. Carlton B. Goodlett Place, Room 48
San Francisco, CA 94102
web site: www.sfgov.org/elections
Commission email at: elections.commission@sfgov.org.
phone: (415) 554-4305
fax: (415) 554-7457

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COMMISSION ANNUAL REPORT

January 01, 2012 – December 31, 2012

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1 Purpose

The purpose of this report is to describe significant elections events during 2012 and Commission initiatives in the context of these events. The intent of this report is to give a brief history of the Commission events that transpired this year.

2 Commission Organizational Description

2.1 Commission Members

During 2012, the Commission operated with a full membership the entire year. The appointment to the Commission by the District Attorney was made at the beginning of 2012, with the existing appointee for that seats, Winnie Yu being reappointed to another five-year term.

The Commission had one committee, the Budget and Oversight of Public Elections Committee (BOPEC). BOPEC consisted of three Commission members. The table below details each Commissioner, their dates of service, and their roles on the Commission:

Appointing Authority	Commissioner	Months of Service (2012)	Roles
Board of Supervisors	Gerard Gleason	January – December	President of Commission
Public Defender	Jill Rowe	January – December	Vice-President of Commission & Chair of BOPEC
Bd of Education	Catalina Ruiz-Healy	January – December	BOPEC Member
Mayor	Arnold Townsend	January – December	Commission Member
Treasurer	Rosebella Safont	January – December	Commission Member
City Attorney	Richard Matthews	January – December	BOPEC Member
District Attorney	Winnie Yu	January – December	Commission Member

2.2 Commission Secretary

Tachina Alexander served as the Commission Secretary beginning in June, 2012. The position of Commission Secretary is a half-time position.

2.3 Deputy City Attorney

During the course of 2012, Mollie Lee served as Deputy City Attorney to the Commission with support from her colleagues, Jon Givner and Andrew Shen.

2.4 Director of Elections

John Arntz continued to serve as the Director of Elections in 2012.

3 Department Accomplishments

3.1 Elections in 2012

By far the most significant accomplishment by the Department of Elections was the successful organization and conduct of elections held during 2012:

- 1) June 5, 2012 Presidential Consolidated Primary Election
- 2) November 6, 2012 Consolidated General Election

In addition, the Department of Elections is called upon throughout the year to conduct non-public elections for such entities as the City Employee's Retirement Board.

Presidential election years typically have higher turnout for elections. The Department of Elections handled these elections with outstanding professionalism and service to the voting public.

4 Commission Accomplishments

4.1 Elections

The Commission assessed and approved written election plans prior to, as well as reviewed and evaluated effectiveness of election plans after each of the following elections in 2012. The Commission's findings of compliance with written election plans are noted below:

- 1) June 5, 2012 Election: Commission found the election to be effective and in compliance with written election plan. [Minutes of August 15, 2012]
- 2) November 6, 2012 Election: Commission found the election to be effective and in compliance with written election plan. [Minutes of December 20, 2012]

4.2 Personnel

The position of Commission Secretary had been staffed on a interim basis since September of 2010. In June 2012 the Commission conducted interviews with applicants for the position of Commission Secretary. The Commission was pleased to select Tachina Alexander for the position.

4.3 Commission Observation and Oversight of Elections

Feedback on observations of the June 5, 2012 Primary and November 6, 2012 General Election by various members of the Commission can be found in minutes of the following meetings: June 20, 2012 and November 28, 2012.

4.4 Specific Elections Issues Discussed in 2012

Various issues were brought before the Commission to discuss in 2012. Many were the result of observations of elections operations by members of the Commission. Some were the result of input and inquiry by members of the public. Full descriptions and dialog can be found in the minutes of the meetings as noted. The follow is a brief synopsis of some of the more substantial issues discussed in 2012.

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- 1) All meetings of the Elections Commission include an opportunity for the Director of Elections to give a report on current operations of the Department as well as preparation for elections and post-election canvass of the vote. [Minutes of all meetings]
- 2) Discussion of Voter Fraud Hotline operated the office of District Attorney of San Francisco. In the weeks prior to the November 6 General Election, the District Attorney had a press conference and put out a press release regarding the establishment of a voter fraud hotline for members of the public. While issues related to prosecution for voter fraud are naturally within the operation of the District Attorney, the Commission is concerned whenever allegations of voter fraud brought up, particularly when voter fraud is brought up with regard to no specific existing circumstance. The Commission forwarded a communication to the District Attorney's office concerning caution when discussing the existence of voter fraud. [Minutes: October 30, and November 28, 2012]

4.5 Department Budget

The Commission continued to review budgets submitted by the Department, noting the challenges to operations and that cutbacks are required of all departments in the City & County of San Francisco. [Minutes: February 15, 2012]

ELECTIONS COMMISSION
City and County of San Francisco

Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Winnie Yu



John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting
Wednesday, August 21, 2013
6:00 p.m.
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

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DRAFT MINUTES

1. Call to Order & Roll Call

President Jill Rowe called the meeting to order at 6:00 pm. **PRESENT:** Commissioners Jill Rowe, Winnie Yu, Rosabella Safont, Catalina Ruiz-Healy and Richard Matthews. **ALSO PRESENT:** Director of Elections John Arntz, Deputy City Attorney Josh White, and Commission Secretary Tachina Alexander. Commissioner Gleason arrived at 6:04pm

2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.
NO PUBLIC COMMENT

3. Approval of Minutes from previous meetings.

Commissioner Matthews moved to approve the Minutes of the June 19, 2013 Elections Commission Meeting and it was seconded by Commissioner Safont. The roll call vote was **UNANIMOUS** to **APPROVE** the minutes with corrections.
NO PUBLIC COMMENT

4. Director's Report.

Director Arntz

Division Reports

- (a) Administrative (Budget/Personnel) – Working on getting materials and supplies for the November election as well as personnel and paperwork for the temporary and as-needed workers from the Department of Human Resources. The Department will bring in about 60 people for September and an additional 120 by the end October. The Election Plan is basically finished and Director Arntz will distribute that and the waivers to the Commissioners by Friday.
- (b) Ballot Distribution – The ballot order is finished for this election and the ballot distribution department are the point persons for the security with the Sheriff's department and they've already had a meeting. The vendor who provided the equipment to process the vote-by-mail

envelopes is on-site sharing information to make improvements. They're putting a parking plan in place around City Hall, working on an updated vote-by-mail-ballot-tracking database (with a future rollout date beyond November 2013), distribution of the ballots to the poll workers and other divisions regarding transferring ballots out of their possession.

- (c) Campaign Services – The proponent arguments were submitted for the four measures and the paid arguments. Currently we have 97 pending payment for the November election. We have 3 contests where candidates are running unopposed; The City Attorney, Treasurer, and Assessor so there will only be one name printed on the card unless we receive qualified write-ins. For District 4 there will be a Special Vacancy election and there are 2 candidates for that contest. The write-in period runs from September 9th – October 22nd.
- (d) Warehouse Services – Will be starting maintenance on the equipment next month. A "jumper cable" will be installed in the memory pack in order to preserve data in the event of a power surge.
- (e) Outreach Division – Will bring on two coordinators on the 1st of September; one will be Spanish/English bilingual and the other will be an English coordinator but they will be assigned to the low voter turnout neighborhoods. Be-A-Voter theme continues and posters and handouts will be coming out later this month. Next month governmental agencies, schools, Muni buses (90 exterior and 1,000 interior signs), 25 bus shelters, 15 community newspapers, SFGovTV, City College TV will display information on their stations, buses, and agencies. 8/1 held voter information network meeting; 9/12 next voter information network mtg – City Hall, Room 34 All Commissioners invited. Voter information pamphlet is available online and they want to get the word out that it's viewable on the website every election. Additionally, they'd like to inform the public of the vote-by-mail drop off stations that they'll have around City Hall as well as the consolidation of polling places. 9/24 National Voter Registration Day – will go to four BART stations in the morning and evening during commute hours and register people to vote. They will be attending the upcoming citizenship ceremony, attending the 1st Wednesday library day, and have attended the following events: Gay/Asian Pacific Alliance Gala, Commonwealth Club of California, Project Homeless Connect, Cayuga Park Opening, and the Bayview Backpack Giveaway.
- (f) Precinct Services – ADA (a group that works on consolidating the precincts for this election) we're down from 562 from last November to 393 polling places and about 15 mail ballot precincts. They've already brought in and trained their temporary folks who'll be locating the polling places for precincts that still need a site. They've produced a video about sensitivity to people with disabilities and have identified temporary staff who can deliver and pick-up voting equipment.
- (g) Publications – Other than District 4 all of the districts will have a one-card ballot. Voter guide will consist of 132 pages, Spanish & Chinese versions will be 48 pages.
- (h) Technology Division – They are working on the ballot-tracking database, online time sheet within the department, a visual display precinct map, and creating and testing a field app for the deputies.

- (i) Voter Services – Registration numbers dropped 60,000, which is normal after a Presidential election and the Department must give notice to voters during primary cycles. Next Friday begins E60, overseas ballot mailing. They will receive local and federal ballot because the law changed.

NO PUBLIC COMMENT

5. Discussion and possible action regarding Amendments to Municipal Elections Code Section 500 With Respect to Voter Information Pamphlet page limits.

Commissioner Rowe stated that she put this on the agenda just to let the Commissioners know what happened as a result of our last meeting where we talked about the proposal that was being made to allow some materials not to be printed in the voter information pamphlet when the legal text was too long. She was authorized to appear before the Rules Committee of the Board of Supervisors to present our position on that. She did and our position was that we were urging the Supervisors, for whatever solution they came up with to make it temporary and to have it automatically sunset following this election. The Supervisors received legal advice from the city attorney's office that they should not take that approach and should not include the sunset in the current measure. However Supervisor Chiu was very thankful for our input and concerns and wanted us to know that after this election that he would make efforts to rescind the ordinance. The amendment that they did pass to section 500 is that they're going to leave the full text in the voter information pamphlet for all charter amendments but for other types of measures if the legal text is over 100 pages then they will only include the first 20 pages.

Commissioner Gleason – This is the most straightforward example of the kind of thing this commission can do. The board did look to the Elections Commission to give advice and input on this and they listened to it. Supervisor Chiu brought it up not only at the Rules Committee hearing but at the final vote of the Board of Supervisors, where he mentioned that the Elections Commission gave input on this issue and he was taking advice on it. I will send the link to everyone.

NO PUBLIC COMMENT

6. Discussion and possible action regarding the Commission President's 2012 Annual Report.

Commissioner Matthews moved to accept the Commission President's 2012 Annual Report.

Commissioner Ruiz-Healy seconded it.

NO PUBLIC COMMENT

Roll call vote was UNANIMOUS to APPROVE.

7. Commissioner's Reports

NONE

8. Announcements.

Commissioner Matthew's - BOPEC meeting September 4, 2013

Commissioner Rowe – Has been in contact with the Mayor's office and they had

145 hoped that they would have an appointment by this meeting and the person in
146 charge of that is on vacation so hopefully by the next meeting we will have an
147 appointment.

148 NO PUBLIC COMMENT

- 149
150 **9. Discussion and possible action regarding items for future agendas.**
151 NONE

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154 **10. ADJOURNMENT 6:40pm**
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ELECTIONS COMMISSION
City and County of San Francisco

Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Winnie Yu



John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting

Wednesday, September 18, 2013
6:00 p.m.

City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

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Order of Business

1. Call to Order & Roll Call.

2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.

3. Approval of minutes from previous meeting.

Discussion and possible action to approve the minutes of the August 21, 2013 Elections Commission Meeting. (Attachment: August 21, 2013 draft minutes.)

4. Director's Report.

Division Updates

Budget/Personnel (Admin.)	Precinct Services / ADA
Ballot Distribution	Publications
Campaign Services	Technology (MIS)
Outreach	Voter Services
Poll worker	Warehouse

5. Discussion and Possible action to request a waiver allowing City employees to assist the Department of Elections. (Attachments: 2 page Memorandum from Director to Commission dated August 23, 2013; 1 page Memorandum from Director dated August 23, 2013.)

6. Discussion and possible action to approve the Election Plan for November 5, 2013 Municipal Election. (Attachment: November 5, 2013 Municipal Election Plan, including Appendix 1 Procedures for Processing Write-In Votes).

7. **Discussion and possible action for the Commission to study current operations of Vote by Mail.** The concluded study may involve recommendations for making existing administrative procedures part of the Elections Code.

8. **Commissioners' Reports.**

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

9. **Announcements.**

10. **Discussion and possible action regarding items for future agendas.**

11. **Adjournment**

There will be an opportunity for public comment on each agenda item.

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code): Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations

are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO CA 94102-4689; PHONE: (415) 554-7724; FAX: (415) 554-7854; E-MAIL: SOTF@SFGOV.ORG.

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MEETING CANCELLED

Elections Commission Meeting
Wednesday SEPTEMBER 18, 2013
6:00 p.m.
City Hall Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

MEETING CANCELLED

SF
647
#1
9/18/13
Cancelled

Tachina Alexander
Secretary, SF Elections Commission
P:415-554-4305
F:415-554-7457

09-12-13 08:04 01/0

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ELECTIONS COMMISSION
City and County of San Francisco

Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Winnie Yu



John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting

Wednesday, September 21, 2013
6:00 p.m.

City Hall, Room 408
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San Francisco, California 94102

Order of Business

1. Call to Order & Roll Call.

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3. Approval of minutes from previous meeting.

Discussion and possible action to approve the minutes of the August 21, 2013 Elections Commission Meeting. (Attachment: August 21, 2013 draft minutes.)

4. Director's Report.

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7. **Discussion and possible action for the Commission to study current operations of Vote by Mail.** The concluded study may involve recommendations for making existing administrative procedures part of the Elections Code.
8. **Commissioners' Reports.**
 - Meetings with public officials
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 - Long-range planning for Commission activities and areas of study
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10. **Discussion and possible action regarding items for future agendas.**
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**Election Plan
Municipal Election
November 5, 2013**

I. Introduction

The Department of Elections for the City & County of San Francisco (Department) is responsible for conducting elections under the rules and regulations established by federal, state, and local laws – notably, the Voting Rights Act, the Help America Vote Act, the Americans with Disabilities Act, and the City’s Equal Access to Services ordinance; to have an open process that provides the public confidence in the election system; to improve upon and provide a public outreach and education plan to all eligible voters in San Francisco; and to continue to improve upon the services the Department provides by streamlining processes and looking ahead to the future needs of the voters of San Francisco.

Serving a registered voter base of nearly 440,000 citizens, prior to every election, the Department provides information about and facilitates the filing of candidate nomination papers, ballot measures, and the proponent and opponent arguments and paid arguments that appear in the Voter Information Pamphlets; produces San Francisco’s sample and official ballots and Voter Information Pamphlets; organizes vote-by-mail program for approximately 220,000 voters; conducts testing of optical-scan voting machines, Insights, and accessible touchscreen voting machines, Edges; secures voting sites for Election Day; recruits and trains poll workers, all of whom administer mandated procedures and provide service to a linguistically and culturally diverse voter population; organizes the collection of the election data and voted ballots on election night; provides for the tabulation of voted ballots; and conducts the official canvass of votes cast.

The Department drafts an Election Plan prior to every election as required by San Francisco Charter section 13.103.5. The Election Plan provides information on how the Department will conduct an election in a manner that is free, fair, and functional. Afterwards, the Elections Commission will assess whether the Election Plan allowed for elections that are free, fair, and functional. Following is the plan for the November 5, 2013 Municipal Election.

This Plan is organized according to the subject matters listed below.

- II. Dates and Deadlines
- III. New Practices
- IV. Observation Activities
- V. Voter Outreach and Education
- VI. Contacting the Department
- VII. Poll worker Recruitment and Training
- VIII. Voting Equipment
- IX. Polling Places
- X. Ballots
- XI. Election Night: Transporting and Securing Precinct Ballots after the Polls Close
- XII. Vote Counting

- XIII. Remaking Ballots
- XIV. Ballot Processing Schedule
- XV. Reporting Election Results
- XVI. Canvassing of Election Materials: Final Report and Certification of Results

II. Dates and Deadlines

- September 6: Preparation for mailing ballots to Uniformed Service and Overseas (UOCAVA) voters;
- September 21: Deadline to mail ballots to UOCAVA voters
- October 7:
 - Early Voting begins in City Hall, 8 a.m. to 5 p.m.
 - Mailing of vote-by-mail ballots begins
 - Deadline to mail Voter Information Pamphlets and Sample Ballots
 - Deadline to designate the polling places and to appoint the members of precinct boards
- October 11: Chinese and Spanish Voter Information Pamphlets mailing target date
- October 21: Deadline to register to vote
- October 22. Deadline to prepare a list of precincts to which bilingual officers were appointed
- October 22-November 5: Special extension of registration for new citizens who get sworn-in after the October 21 registration deadline. New citizens must show proof of citizenship and shall declare that they have established residency in California in order to register and vote. New citizens must vote at the Department's office.
- October 26 and October 27; November 2 and November 3:
 - Weekend Early Voting takes place at City Hall, 10 a.m. to 4 p.m.
- October 29:
 - Deadline to conduct testing of voting equipment to be used to tabulate ballots
 - Deadline for voters to request a vote-by-mail ballot
 - First day for processing vote-by-mail ballots
- November 5: Election Day
- November 7: Official Canvass period begins
- November 29: Deadline for Department to certify the election and issue the Certified Statement of results

III. New Practices

A. Ballot for the November 5, 2013 Election

For the November 5, 2013 election, the following contests will appear on the ballot:

- Assessor-Recorder (This office appears on the ballot to fill the remainder of the current four-year term because of a vacancy created in December 2012)
- City Attorney
- Treasurer
- Member, Board of Supervisors, District 4 (This office appears on the ballot to fill the remainder of the current four-year term because of a vacancy created in February 2013)

- **Four Local Ballot Measures**

There will be two ballot types. Voters in Supervisorial District 4 will elect their member of the Board of Supervisors. These voters will receive a two-card ballot with an extra card for the ranked-choice contest for Supervisor. Voters who live in the remaining Supervisorial Districts will receive a one-card ballot.

B. Military and Overseas Voting

The enactment of Assembly Bill 1805 (AB 1805) has changed some military and overseas voting procedures. One of the highlights of the new law is that all military and overseas voters now have the right to register and vote for all contests in all federal, state, and local elections held in the home precinct where they last lived in the U.S. or District of Columbia. Citizens born outside of the U.S. now may vote for all contests in all elections held in the home precinct where their parent or legal guardian last lived in the U.S. or District of Columbia. For the November 5, 2013 election, military and overseas voters will receive a full ballot containing local contests and measures.

C. Consolidation of Precincts and Informing Voters About Locations of Polling Places

For the November 5, 2013 election, the Department has consolidated precincts (i.e., some polling places will serve voters of two precincts) and will support 411 precincts, of which 20 are mail-ballot precincts. In making the consolidations, the Department sought to eliminate inaccessible and smaller sites and to obtain sites with a minimum of 500 square feet. The Department also considered topographical impacts and natural barriers such as hills, freeways, reservoirs and parks while not crossing district lines.

Voters whose polling place locations have changed since the November 2012 election will receive a postcard notice, which will include the address of their new polling place as well as a vote-by-mail ballot application if they choose to vote by mail.

The image on the cover of the Voter Information Pamphlet will be designed to convey the importance of voting at the home precinct and to encourage voters to check the address of their polling place printed on the back cover of the pamphlet.

Additionally, the Voter Information Pamphlet will feature a QR code, which will direct voters to the mobile Polling Place Look-Up Tool on the Department's website when photographed or scanned with enabled cell phones. In the weeks leading up to the election, the Department will issue several press releases informing the public that many polling places have changed and encouraging voters to check the address of their polling place before Election Day.

D. Establishing Vote-by-Mail Ballot Curbside Drop-Off Stations

As a convenience to voters, prior to the November 2012 election, the Department conducted a pilot program establishing vote-by-mail ballot curbside drop-off stations in front of City Hall. For the November 5, 2013 election, the Department will continue to build on the successes of this pilot program and will organize the curbside stations on the Saturday, Sunday, and Monday prior to the election, as well as on Election Day. The Department will locate two employees at each entrance to City Hall, under designated canopies and with the secured red voting boxes, prepared to accept signed and sealed vote-by-mail ballots. Curbside drop-off stations will be

advertised in the insert provided with the vote-by-mail ballots and in the Voter Information Pamphlet, and presented in several press releases and Facebook posting. The vote-by-mail drop-off stations will not only provide greater opportunities and convenience for voters to return their voted ballots on time, but will also serve as visible reminders of the upcoming election and ad hoc voter information centers for everyone visiting the Civic Center.

E. Utilizing Technology to Open and Extract Vote-by-Mail Ballots

The Department is working to acquire a ballot extracting device for use during the upcoming election which will allow to expedite processing of the returned vote-by-mail ballots, to reduce costs associated with processing these ballots, and to provide ergonomic improvements to the working environment.

The system will prepare the returned envelopes for the ballot extraction by cutting the envelopes on the sides and opening the cut envelopes to facilitate manual extraction of the ballots. The system will have a built-in quality control able to detect when an envelope's contents have not been removed and to indicate this to the operator.

F. Streaming Webcam Views of Vote-by-Mail Ballot Processes

Two webcams will stream continuous feeds showing the handling of returned vote-by-mail ballots. One camera will view work occurring in City Hall room 59 where the Department operates equipment that accounts for newly arrived vote-by-mail ballots and that sorts the envelopes according to voters' assigned precincts. The second camera will provide views of the activities that occur in the hallway outside room 59. These activities include the opening of the vote-by-mail envelopes, the extracting of ballot cards from the envelopes, and preparing the cards for tabulation. The images will broadcast on a free web host. After the election the Department will review its webcam process and determine which improvements it can incorporate for future elections.

G. Webpage Explaining Information on Vote-by-Mail Envelopes

The Department's website will include a page that provides explanations of the formatting of vote-by-mail envelopes including the type of information contained in the bar codes printed onto each envelope. The web page will display an image of the return vote-by-mail ballot with lines connecting the image to text explanations of the envelopes' components. Below the graphic will be fuller text explanations of each component.

H. Expanding Information and Enhancing Usability of the Department's Website

The Department continues to expand online voter tools and enhance its website usability to meet the growing demand for online access to election information. The newest addition to the Department's website is the "Keep my Registration Updated" webpage that allows visitors to access the forms to make changes to their registration information such as removing telephone number or email address, updating language preference, adding a mailing address or simply correcting a name spelling. On this webpage, voters can access the forms to easily notify the Department of their receiving election material for someone who is not living at their address or, in the unfortunate instance, of the death of a voter.

In an effort to provide website content that is equally accessible to people with disabilities, the Department undertook review of the online PDF forms (e.g., Vote-by-Mail Application,

Translated Election Materials Request Form). As a result of this review, many forms and documents were reformatted so that it is easier for people with disabilities to use PDFs with and without the aid of assistive technology software and devices such as screen readers and text-to-speech software. The reformatted document structure makes it possible for a screen reader to properly read a PDF out loud, and helps all users—not just users who rely on the keyboard—complete the form more easily.

I. Introducing Software Application for Real-Time Reporting on Election Day

For every election, the Department employs and trains approximately 50 Field Election Deputies (FEDs) to provide assistance to the poll workers throughout Election Day and to serve as liaisons between the polling places in the field and the Election Center. In addition to completing ad hoc tasks assigned throughout the day, FEDs are responsible for a slate of predetermined tasks listed on the worksheet in their binders. These tasks include confirming that the bilingual staffing requirements for each precinct are satisfied, ballots are dropped off, signage is adequate, etc.

For the November 5, 2013 election, the Department will develop a software application allowing to transition from a paper copy of the FED worksheet to the online version. This application will be installed on smartphones used by FEDs, enabling them, with a simple tap, to check off tasks on their worksheets and send real-time status updates on what is happening in the field to the Election Center. Additionally, this application will allow the Election Center personnel to broadcast the messages to all FEDs or any subgroup (i.e., FEDs assigned to oversee sites in a specific district) ensuring that each field representative has access to the latest information.

J. Collaborating with Governmental Agencies

The Department's efforts to partner with other agencies continue year-round. The Department registers new citizen voters at USCIS citizenship ceremonies throughout the year, provides election information and registration opportunities at San Francisco Main Library every month, participates in civic events at the invitation of members of the Board of Supervisors and other city departments and civic partners.

For the November 5, 2013 election, the Department will expand its partnership with San Francisco Public Library branches and will develop a presentation with election information for electronic display in public spaces inside neighborhood libraries. Additionally, through collaboration with the United States Postal Service, the Department will display election materials highlighting key election dates in 38 USPS stations in San Francisco.

K. Expanding Voter Registration Opportunities

Building on efforts to engage voters aged 18 to 24 to register to vote and participate in the November 2012 election, in 2013 the Department will continue to expand its outreach at local colleges, at events frequented by youth, and through technology.

For the November 5, 2013 election, the Department will issue an email to administrators at 20 local colleges, requesting that they send an email to all students encouraging voter registration and post links to the Department's webpage with the information specific to the upcoming election on their websites. The Department will continue to schedule voter registration drives and voter education presentations in these educational settings. Additional outreach will be made to the on-campus housing at both San Francisco State University and University of San Francisco.

The Department will continue to reach out to first time voters through increased efforts in social networking websites including Facebook and Twitter.

On September 24, the Department will join volunteers and organizations from all over the country to "hit the streets" for National Voter Registration Day and will organize a registration kiosk at the United States Citizenship ceremony, hold a noontime registration rally in the Civic Center, and register voters at four BART stations during the evening commute. Prior to the event, the Department will promote National Voter Registration Day to its Voter Information Network partners and the media, and post information on Facebook and Twitter.

L. Enhancing Poll Workers' Experience and Election Knowledge

The Department has recently established the poll worker focus group that meets quarterly with the intention of identifying ways in which the Department can continue to enhance the experience and training of its volunteers. Prior to establishing the focus group, the Department contacted its experienced poll workers to gather their interest in participating in the meetings and asked them to write a short essay on why they should be considered to be invited to the Poll Worker Network. Over 200 poll workers responded highlighting the particular reasons for their joining the focus group. Of those, 30 were selected to form the Poll Worker Network, representative of San Francisco neighborhoods, years of service as a poll worker, and the type of the facility that hosted a polling place in which they worked (i.e., school, garage).

One project that was prompted by the feedback of the focus group and post-election poll worker survey responses was the Department's review of the Poll Worker Training Manual. For the November 5, 2013 election, the manual will feature improved readability and usability of instructions, an index table of topics covered in the manual that minimizes search time when looking for answers, and additional images.

To prepare bilingual poll workers for serving voters requiring language assistance, the Department offers in person bilingual training classes in Cantonese, Mandarin, Spanish and Russian and offers translated reference materials. Based on the feedback from the Poll Worker Network and post-election survey, accessing training online appears to be the preferred choice for many poll workers, especially high school student poll workers. To respond to the growing demand for online training, the Department will launch online bilingual courses prior to the November 5, 2013 election. The online training will contain the same curriculum as what is taught in the bilingual training class and will cover polling place procedures that are to be carried out prior to the election, during the election and after the election. The course will include video demonstrations, quizzes and a final exam. Participants can complete the training at their own pace, and upon completion of the course, print a Certificate of Completion.

For the November 5, 2013 election, the Department will expand the Poll Worker Online Profile – a tool that was launched in 2010 enabling volunteers to access most up-to-date election information at any given time. By logging into their individual profile page, poll workers are able to view the date, time, and location of their assigned training class with directions for reaching it, access the address of their assigned polling place along with specific door-to-door directions from their own home, and view training materials to help prepare them for Election Day. Inspectors, once assigned to a precinct, are able to view contact information for their team members and be reminded to make contact with each clerk before Election Day. The newly

added feature will allow poll workers to reply to availability letters generated prior to every election seeking their interest in participating in the upcoming election, update contact information, and schedule training classes.

M. Releasing Preliminary Results

The Department will release the first preliminary results report for ranked-choice and non-ranked-choice contests at approximately 8:45 p.m. after the polls close. This report will represent results from the vote-by-mail ballots the Department received before Election Day. Beginning at approximately 8:45 p.m. the reports will include results from ballots cast at polling places.

After all polling places have reported, the Department may release the preliminary ranked-choice chart report as well as ballot image files. However, if no contest requires tabulation using the ranked-choice voting method, the voting system does not generate ballot image reports and the Department will not be posting such reports. The Department will post all results reports on its website.

The results will be available from the following sources:

- Department's Website – results will be posted on www.sfelections.org
- San Francisco Government Television – SFGTV, Channel 26, will report results throughout the night
- North Light Court, City Hall – results will be displayed on a large monitor; paper copies of updates will be available at approximately 8:45 p.m., 9:30 p.m., 10:30 p.m., and 11:30 p.m.
- Department's Office, Room 48 – paper copies of updates will be available and also posted outside the Department's office

After Election Day, and for any day during which the Department counts ballots, the Department will release updated results at approximately 4 p.m. These subsequent releases will include results from ballots cast at polling places, remaining vote-by-mail ballots, provisional ballots, and write-in votes. On the days during which no ballots have been counted, the Department will post a notice on its website stating there is no updated report available.

IV. Observation Activities

To the fullest extent allowed by law and by the logistical and security constraints required to preserve the security of the voting systems and the privacy of the voters, the Department will welcome the public to observe the following processes:

Pre-Election

- Logic & Accuracy (L&A) testing of voting machines, which includes the following:
 - Insight machines (precinct ballot optical scan tabulators)
 - 400-C machines (vote-by-mail and precinct ballot high speed optical scan tabulators)

Edge II machines (touchscreen units designed primarily to assist people with specific needs to vote independently and privately at the precinct or early voting counter)

- Receipt and storage of vote-by-mail ballots
- Signature/eligibility verification of vote-by-mail ballots
- Opening and preparation for counting of vote-by-mail ballots
- Poll worker training classes

Election Day

- 391 Polling Place Locations Citywide 7 a.m. - 8 p.m.
- Election Day voting at City Hall 7 a.m. - 8 p.m.
- Processing vote-by-mail ballots in City Hall
- Processing Center at Pier 48

Election Night

- Tabulation of vote-by-mail ballots can be viewed through the observation window of the Department of Elections, City Hall, Room 48 where the two monitors provide real-time viewing of tabulation
- Election Night results can be viewed in the North Light Court at City Hall

Post-Election – Official Canvass

- Processing provisional ballots and Vote-by-Mail ballots returned to polling places
- Processing write-in ballots
- 1% manual tally of the precinct ballots and Vote-by-Mail ballots at Pier 48
- 100% manual remake of the precinct Edge II votes into paper ballot based on the Voter Verifiable Paper Audit Trail (VVPAT) printout and tabulation on the 400-C
- Updated results releases at City Hall

In October, the Department will conduct an "Open House" to provide the public and the media with the opportunity to observe election preparations.

Also in October, the Department will make prepare an "Observer Guide" describing general rules for observing voting activity and Election Day processes and procedures. The copies of the guide will be available at the Department's office and on the website.

V. Voter Outreach and Education

The Department provides education for San Francisco residents year-round about voting and elections in compliance with various municipal, state, and federal laws and mandates. For each election, the Department devises a specific program plan to inform voters about the scope of the election and types of contests; to enable those who are eligible and interested to participate; and, to ensure participants are aware of available voting options and assistance.

To prepare voters for the upcoming election, the Department defined three major goals:

- Continue making voter registration available to all eligible San Franciscans.

- Continue providing full access to information about the voting process for all voters, including those afforded specific legal protections by the Voting Rights Act and other legislation.
- Provide all voters with election information with emphasis on:
 - What is on the November 2013 ballot
 - Ranked-choice voting
 - Opportunity to read the Voter Information Pamphlet online rather than receiving it in the mail
 - Vote-by-mail curbside drop-off stations
 - Consolidated polling place locations

The Department intends to meet these goals through five general strategies:

Strategy I. Networking with community-based organizations

The Department continues to seek collaboration in disseminating important election information, promoting election, and gathering feedback to improve the outreach methods of educating voters. The Voter Information Network (VIN), formerly the Community Network, provides on-going voter education advice to the Department's Outreach unit. The VIN currently has 526 contacts, including representatives of non-profit and civic organizations, city departments, public library branches, public and private K-12 schools, colleges, and faith-based communities. In seeking and forming partnerships, the Department's Outreach unit continually bears in mind its responsibility to ensure equal access to the voting process for all voters, including individuals who are covered by the Voting Rights Act (VRA), the Help America Vote Act (HAVA), and the Americans with Disabilities Act (ADA). Networking with community-based organizations offers the Department the opportunity to gather ideas on how best to reach the City's diverse communities, to disseminate election-related information into every corner of the city, to learn about effective venues for identifying and registering eligible voters, and to receive feedback on how to increase the overall public awareness of and participation in elections. The VIN organizations also host presentations, display election materials, and serve as a trusted conduit of election information from the Department to the community.

For the November 5, 2013 election, the Department will leverage community expertise and connections by partnering with the members of the VIN in reaching San Franciscans. In the months leading up to the election, all VIN representatives will be invited to a series of the meetings to learn election information that can be shared with their communities. Further, all VIN organizations will be sent "Be A Voter" posters and flyers, and materials explaining ranked-choice voting for display at their facilities. This proactive approach is expected to help blanket San Francisco with election information.

Strategy II. Coordinating outreach efforts with governmental agencies.

In September, the Department will request all city departments and supervisors' offices to invite the Department outreach personnel to share election information at their events and meetings, feature links from their websites to selections.org, display election posters where they can be seen by employees and visitors, include election information in the newsletters, and share election messages with staff and constituents in the weeks leading to the election.

Other outreach efforts that the Department will undertake prior to the November 5, 2013 election include working with the San Francisco Public Library and displaying information and materials in 28 branches and the Main Library; purchasing Municipal Transportation Agency (MUNI) vehicle interior, vehicle exterior, and bus shelter advertising for display in October; collaborating with the Housing Authority to include "Get Out The Vote" flyers with public housing tenant rent statements; partnering with the Mayor's Office on Disabilities to utilize its network to promote and distribute the Department's Access For All brochure; coordinating with San Francisco Public Defender's office, Adult Probation Department, and Sheriff's Department to organize voter registration for formally or currently incarcerated individuals; working with the Human Services Agency to reach out with the election information to the identified 6,436 homeless people in San Francisco; partnering with the United States Postal Service to display election posters in 38 USPS stations in San Francisco prior to the election.

The Department will continue its collaboration with the San Francisco Unified School District since its personnel interact with families on a daily basis. As it did for the November 2012 election, the Department will send election posters in English, Chinese, and Spanish to 128 public schools for display and will present information to teacher and parent groups upon request.

To continue outreach efforts to San Francisco public and private high schools, the Department will contact teachers and administrators to ascertain if the schools are interested in having the Department provide presentations on the opportunity to become a poll worker for the upcoming election and general voter information as well as distribute voter registration cards. The general voter information presentation will include information explaining registration process for first-time voters and the importance of voting. At the end of the presentation, students will receive Voter Registration Forms to fill out and to take home for their parents. To further expand its voter outreach to young voters, the Department will continue including the voter outreach component in the high school student poll worker training class curriculum. Through this additional training component, the Department anticipates reaching 1,000-1,200 students and their families.

Strategy III. Providing multilingual information to the public through scheduled events and presentations

The Department meets individual voters in San Francisco neighborhoods through scheduled events and presentations. For the November 5, 2013 election, when scheduling outreach, public events and locations will be chosen to maximize exposure to diverse communities. That is, the Outreach division personnel will prioritize attending events in communities where there are fewer Voter Information Network partners. Additionally, the Outreach unit will consider the 2010 U.S. Census Citizen Voting Age Population (CVAP) data when planning street fairs, community events and other outreach activities.

Voter registration

The Outreach personnel will contact community-based organizations to offer assistance with providing registration materials and accurate, nonpartisan information on the upcoming election. In addition to attending community events, the Department will create registration opportunities where the residents may register to vote, update current registration, and sign up to vote by mail.

Locations will include public libraries and BART stations across the city. Additional effort to register individuals will be made on National Voter Registration Day, September 24, and in the days just prior to the close of registration on October 21.

Scheduled presentations

Invitation letters were sent to Community Network organizations in July to schedule outreach presentations, resource tabling, and voter registration training. Outreach coordinators will be scheduling presentations with organizations that responded to the initial mailing and will follow up with nonresponsive organizations by e-mail and phone as the election approaches.

Typically, outreach presentations last 20-30 minutes. Afterwards, coordinators register voters, distribute materials, and answer individual questions. Presentations vary in content, which allows groups to request information aligned with the needs of their clientele, covering the following:

- Voting Education: “How to Be A Voter” presentation covers who can vote and how to register; what is on the ballot; how to mark a ballot, including ranked-choice ballot; why vote (a conversation led by the host organization); information available in the Voter Information Pamphlet; options for where and when to vote; assistance available to voters with disabilities and voters with limited English proficiency; how to get involved in the election as a poll worker or polling place provider; and dates and deadlines for this election.
- Conducting a voter registration drive: The presentation is given directly to the individuals who plan to conduct the drive, or as a train-the-trainers session for organizers who want to educate others. The presentation covers topics such as who can circulate registration forms; registration requirements; when to re-register; review of information required on the form from both the voter and circulator; common omissions and mistakes on the registration forms; where and when to return the form; and penalties for noncompliance with regulations.
- Voting Machine demonstrations: For this presentation, outreach coordinators bring an Insight optical scanner—voting machine that reads paper ballots—and/or an Edge II accessible voting machine with touchscreen and audio modes. Using a demonstration ballot, outreach coordinators show how to navigate and vote a ballot, and allow voters to cast practice ballots on the voting equipment so they can feel confident interacting with the technology when voting their official ballot.

Strategy IV. Presenting a multilingual mass media campaign

The Department’s outreach materials will continue to urge San Franciscans to “Be A Voter” in the November 5, 2013 election.

To disseminate information on when, where, and how to participate in the upcoming election and ranked-choice voting, the Department will produce and distribute print materials in four languages featuring both general voting and election specific information. Additionally, the Department will utilize multiple media tactics, including advertising on Muni buses and bus shelters; sending targeted trilingual mailers to all San Francisco households; providing the Voter Information Pamphlet to every registered voter; and using the Internet, television, newspapers, and radio.

Press

Press Releases—Several press releases on the availability of outreach coordinators to present election information at the public events will be issued in the months leading up to the election.

Media Interviews – Interviews will be conducted in English, Chinese, Spanish, and Russian by the outreach coordinators.

Print

QR (Quick Response) code—The Department will stamp printed materials with a QR code. When someone scans or photographs the QR code with an enabled cell phone, the user is taken to the mobile version of the Voting Tool Kit, that features the key information and tools necessary to participate in this election.

Newspapers—Print advertising will run in neighborhood newspapers during October. The Department will publish in three independent newspapers: El Mensajero (Spanish), Sing Tao Daily (Chinese), and World Journal (Chinese), and contact the San Francisco Neighborhood Newspapers Association to publish ads in its newspapers.

Muni Advertising—During October, the Department will run 1,000 interior bus cards in English, Chinese, and Spanish on Muni buses and 25 bus shelters throughout San Francisco. English-only advertising will be displayed on the exterior of 90 Muni buses.

Brochure and Poster Distribution—The Department will produce materials to be distributed and displayed throughout San Francisco. The following materials will be available for download from the Department's website:

- Be A Voter election flyer
- Be A Voter election poster
- Ranked-choice Voting Explained brochure
- Ranked-choice Voting Explained poster
- Guide to Voting brochure
- Quick Guide (Braille), Guide to Voting (Braille/Large-print)
- Multilingual voter services brochure
- Your Right To Vote poster
- Your Right To Vote: A Guide for Formerly or Currently Incarcerated People brochure

Citywide Mailer—In October, San Francisco households will receive a trilingual postcard explaining key dates, what is on the ballot, and how to mark the ranked-choice ballot.

Voter Information Pamphlet (VIP) —The VIP will be mailed to all registered San Francisco voters one month prior to the election. In the pamphlet, voters will be provided with:

- their sample ballot,
- candidates' statements of their qualifications for office,
- information about the duties and compensation of the local elective offices sought by those candidates,
- information about each local ballot measure, including:

- an impartial summary of the measure, prepared by San Francisco's Ballot Simplification Committee,
 - a financial analysis, prepared by San Francisco's Controller,
 - an explanation of how it qualified for the ballot,
 - arguments supporting and opposing the measure, and
 - the legal text of the measure.
- general information about voting or the election, including:
 - important election dates
 - their polling place location
 - information about early voting by mail or in person
 - access for voters with disabilities
 - multilingual voter services
 - voting instructions
 - frequently asked questions
 - voter bill of rights,
 - confidentiality and voter records
 - how to contact the Department of Elections
 - information about any changes in the law or information specific to an election, such as redistricting or ranked-choice voting

E-mail Newsletters—Voters who provided an email address when registering to vote will be sent eLetters highlighting key messages about voting by mail, important dates and deadlines, and services provided by the Department.

Strategy V. Creating online, on-demand information and resources

The Department will utilize an array of interactive tools to engage and inform voters, allow voters to access their registration information, and find details of the upcoming election in their preferred language of English, Chinese, or Spanish.

The Department will continue to utilize *sfelections.org*, the online Voting Toolkit, Facebook, Twitter, and e-mail newsletters to interact with all voters via virtual outreach.

Website—The Department's website, *sfelections.org*, is a comprehensive resource for general voter education and information specific to each election. Visitors will find lookup tools that allow 24/7 access to personal information and resources including:

- Registration lookup tool: A voter may check his or her name, address, and political party, and vote-by-mail status are up-to-date.
- Vote-by-mail ballot lookup tool: A voter may check if his or her ballot has been mailed or received by the Department.
- Voter Information Pamphlet: A voter may download the version matching his or her precinct's ballot type, and download a Chinese or Spanish language supplemental Voter Information Pamphlet.
- Voter Information Pamphlet and Sample Ballot Opt Out tool: A voter may opt out of receiving a Voter Information Pamphlet and Sample Ballot by mail.
- Polling place lookup tool: A voter may check the address, building type (e.g., school,

community center) and physical accessibility of his or her assigned “home” polling place.

- Outreach materials: Voters, campaigns, or community-based organizations can find voter education materials for download and contact information for Voter Outreach if they desire a voter education presentation.

Voting Toolkit—Within *sfelections.org*, it serves as an umbrella tool that provides the most commonly accessed voter information as well as one location for all of the online lookup tools.

Partner Link to the Voting Toolkit—The Department will provide Community Network organizations and city department with a high resolution “Be A Voter” graphic and URL for them to upload to their websites during the election season to drive traffic to the Department’s Voting Toolkit and further encourage San Franciscans to vote.

Facebook and Twitter—The Department will regularly post and tweet election updates to remind voters about available tools and upcoming deadlines, and to provide encouragement to “Be A Voter”.

YouTube videos—The Department will post video versions of general election information PowerPoint slide shows to provide easy visual access for voters who prefer a self-paced at-home presentation.

VI. Service for Those Who Seek Access to Election Information and Materials

In addition to general services provided to customers visiting the Department’s office, the Department operates public telephones Monday through Friday, during business hours. The Department has dedicated telephone lines to provide multilingual voter services in Cantonese and Mandarin (415-554-4367) and Spanish (415-554-4366) as well as telecommunication services to the deaf and hearing impaired (415-554-4386). In September, the Department will expand its phone assistance and will operate a five member public phone bank to answer the public inquiries prior to and through Election Day.

For public inquiries and requests in e-mail form, the Department will continue using its established SFVote e-mail system. Customers can write to sfvote@sfgov.org requesting information or assistance with registration, candidate filing, voter data files, and other matters or contact the Department at (415) 554-4375.

VII. Poll Worker Recruitment and Training

A. Poll Worker Recruitment

For the November 5, 2013 election, the Department will recruit approximately 2,000 poll workers. Each polling place will be staffed with four poll workers: one Inspector and three Clerks. In addition to 391 Inspectors and nearly 1,200 Clerks that will be assigned to work at the precincts, the Department will recruit 250 stand-by poll workers to station at City Hall for dispatch to precincts as needed on Election Day.

For the upcoming election, the Department plans to select approximately 70% of adult poll workers from a pool of experienced clerks and inspectors and 30% from new applicants. In September, the Department will open the Poll Worker Intake Room to conduct testing and process new applicants. New poll workers will be recruited through various sources such as community-based organizations, 28 public and private schools, San Francisco State University and University of San Francisco.

The Department will continue to provide services to limited English proficiency voters and will place at least one bilingual poll worker in every precinct where 10 or more registered voters have requested election materials in Chinese or Spanish.

The Department will further target precincts where language assistance may be required by placing Chinese- and Spanish-speaking poll workers in every precinct where 25 or more registered voters were born in Chinese- and Spanish-speaking countries.

In summary, the Department will assign bilingual poll workers as follows:

- 357 Chinese-speaking poll workers to 257 precincts (65% of 391 precincts)
- 165 Spanish-speaking poll workers to 162 precincts (41% of 391 precincts)

The Department plans to recruit an additional 25 Chinese-speaking standby poll workers and an additional 20 Spanish-speaking standby poll workers to be dispatched to the precincts if needed on Election Day.

B. Poll Worker Training

Poll worker training is conducted each election to prepare poll workers for service on Election Day. Poll workers serve from 6 a.m. to approximately 10 p.m. on Election Day.

For the November 5, 2013 election, approximately 2,000 poll workers will be trained in over 80 training classes conducted at several locations near City Hall in the month preceding the election. Additional specialized classes will be held for approximately 45 field support personnel and 150 memory devices and ballot collectors.

Training Curriculum and Schedule

Different class curriculum will be developed to support the training of election workers: Inspectors, New Inspectors, Clerks, New Clerks, and High School Student Clerks.

Training for Clerks will begin on Thursday, October 3 and training for Inspectors will begin on Tuesday, October 29.

Training classes will continue to cover the following topics:

- Proper operation of the voting system;
- Rights of voters, including language access rights for linguistic minorities, voters with disabilities, and other protected classes as defined in the federal Voting Rights Act;

- Cultural competency, including adequate knowledge of diverse cultures and languages that may be encountered by poll workers during the course of election day;
- Knowledge of how to offer and provide assistance to voters with disabilities;
- Procedures for vote-by-mail and provisional voting; and
- Procedures for documenting and transferring custody of all election materials at the end of Election Day.

Training Manual and Reference Materials

Poll workers will receive a copy of the Poll worker Training Manual and multilingual glossary of election terms in class. The training manual and interactive review materials will be available online prior to the start of classes for those wishing to review the material before attending the class.

Class Room Presentation and Videos

Classes will be conducted using a standardized PowerPoint presentation explaining the procedures for opening, processing the voters, and closing. Procedures for processing different types of voters will be reinforced through short videos produced specifically for the upcoming election. The curriculum will include a hands-on section that will allow poll workers to independently conduct closing procedures such as counting unused ballots and other election materials, and signatures in the Roster.

To refresh poll workers' knowledge of the voting equipment, the Department will continue to offer Voting Machine Practice Labs where poll workers will have the opportunity to complete voting equipment procedures on their Job Cards and Inspector workbook independently as they would on Election Day.

In addition to the required in-person class, supplemental online reviews, and practice labs, the Department will offer the newly developed Online Bilingual Training.

Practice Labs

The Department will continue to offer practice labs to all poll workers. During the sessions, in a self-paced learning environment, poll workers have the opportunity to set up both types of voting machines (the Insight paper ballot tabulator and the Edge accessible machine), print the zero report, activate a touchscreen or audio ballot, run the end-of-day results tape, and close the polls on the voting machines. This supplemental practice allows poll workers to hone their skills increasing their preparedness for Election Day.

Post-Election Day Evaluation

The Department will gather post-election feedback from poll workers who provide information via an optional online survey hosted by SurveyMonkey. The Department will review the poll workers' responses and incorporate their feedback in the future curriculum. The survey results will then be compiled into a report and published on the Department's website.

Additionally, the Department will compile evaluations for precinct teams. Polling place Inspectors will receive post-election evaluations with assessment criteria based on Canvass

findings and field reports. The Department began the practice of providing precinct team evaluations in the November 2012 election and received a very positive feedback from poll workers. This process allows the Department to gain better understanding of poll workers' challenges and also identify areas for improvement as well as to provide poll workers with an acknowledgement of their efforts on Election Day.

VIII. Voting Equipment

The Department is required by law to conduct Logic and Accuracy (L&A) testing of all vote-tabulating equipment prior to each election. L&A testing is used to verify that the specific ballot information for each precinct is correct, to check the performance of the vote tabulating equipment, and to ensure that all votes are recorded properly and tabulated accurately.

A Logic and Accuracy Testing Board oversees the testing, approves the test plan and certifies the results of the test. The L&A Board, which is composed of registered voters from different fields of work, is responsible for reviewing and approving the Test Plan, and later, for reviewing and approving the overall result of the test. The L&A Board must approve and certify the testing no later than seven (7) days before the election (California Elections Code Section 15000). For the November 5, 2013 election, the L&A Board must approve and certify the test result by October 29.

L&A testing consists of running a set of marked test ballots (using applicable ballot types) through each voting machine and comparing the vote count with predetermined results to verify the accuracy of the formulated software for a specific election.

Testing for the 400-C machines located in the Department's computer room in City Hall and used primarily to tabulate vote-by-mail ballots will occur on September 27; testing for the Insights, which are the optical scan tabulators used in each polling place, will occur on September 30 - October 4; testing for the Edge II touchscreen machines also placed in each polling place, will occur on October 8 - 15, and the testing for the Edge II machines used for early voting will take place on October 3.

The Department will post a public notice of the scheduled dates for testing at least three days before testing begins.

A. Testing of Voting Equipment Used in Polling Places

The Insights and the Edge II voting machines are stored in the Department's warehouse at Pier 48, Shed B, which is located near AT&T baseball stadium in San Francisco. To ensure security of the voting equipment, the warehouse is secured by card-keyed locks, video surveillance cameras, motion detectors, and alarms that are continuously monitored by a security service.

Once test ballots arrive at the warehouse from the printer, ballot test decks are sorted and prepared to begin L&A testing of the voting system. At least 391 Insight machines and 391 Edge II machines as well as associated printers, card activators and audio devices that are specific to each of the 391 polling places will be tested for use on Election Day. Additional voting equipment will also be tested to serve as back up or replacement units.

For the Insight machine testing, the memory packs and test decks are sorted first and distributed to each machine to be tested. The testing begins with the specific set of test deck being read into each Insight. Once all the required test ballots have been processed, a tabulation result report is printed from each machine; the report is proofed (compared to a pre-determined results report) for accuracy by the Department staff. After this verification, the information contained in the memory pack is uploaded into the voting system's database for printing test results.

Another precinct report is printed from these uploaded results. The report is proofed for integrity and accuracy by a different review team. After verification of the report, the memory packs are returned to the Insight testing personnel, placed in the Insight machines, and reset to zero values.

Once Insight machines have been successfully tested, serialized seals are attached to the memory pack covers to ensure that no untimely or unauthorized removal of the pack will occur. The Insights are then securely stored in precinct order in preparation for delivery to the voting sites.

The Edge testing involves the running of a vote simulation that automatically casts pre-determined votes over a set number of ballots. After the simulation is completed, the Voter Verifiable Paper Audit Trail (VVPAT) is printed for each machine and reviewed to confirm that the results match the pre-determined test results report for the Edge. The testing also involves manual voting by using the touchscreen interface to input test votes to determine whether the machines are properly registering votes.

During this manual interface, other functionalities such as audio and connectivity for assistive devices are tested to ensure that they are working correctly. The translations of the touchscreen ballot in Chinese and Spanish are reviewed and finalized outside of L&A by another group before the testing.

B. Vote-By-Mail Ballot Equipment

For the November 5, 2013 election, there will be 13 mail-ballot precincts. Ballots for these precincts, as well as all vote-by-mail ballots, will be tabulated using the four 400-C Central Count machines located in the Department's computer room in City Hall. The testing of the 400-C machine is conducted similar to the Insight machines testing. Test ballots for a set of precincts that covers two ballot types will be used for the test.

IX. Polling Places

A. Delivery of Voting Equipment and Election Materials to Polling Places

Prior to Election Day, the Insight and Edge II machines, red boxes, and additional supplies are delivered to the polling places throughout San Francisco. After scanning the bar codes on each of these items that indicate the precinct numbers to which the equipment is assigned, warehouse staff pull the Insights and Edges and place them on rolling racks, organized according to predetermined delivery routes. Department staff and delivery vendor staff together cross check the Insights and Edges precinct numbers and the address of the facilities, using a route sheet, as they load the trucks. After confirming the information is correct, they initial each other's route sheets for accountability.

B. Retrieval of Voting Equipment and Election Materials from Polling Places

The day after the Election, the Department in conjunction with the Dominion Voting Systems and a moving company, begins retrieving the voting equipment, including the Edges, Insights, and red supply boxes and will continue to do so through the following Sunday. Staff search each polling place for any election-related materials that may have been overlooked on Election Night. If any materials are found, they are placed in the red supply box.

Upon arrival at Pier 48, the red boxes and Edges are scanned in and stacked in a secure area of the warehouse; grey bins with corresponding Insights are also scanned in and lined up numerically in rows. In addition to the barcode scan, a manual tally is kept to account for each machine.

The contents of each red box are searched for any ballots and rosters that may have been placed there. Department staff record on a spreadsheet the number of ballots, the precinct number of the red box they were found in, and whether or not they have been voted. Ballot stubs and registration cards are also collected.

Concurrently, each Insight auxiliary bin and bins #1 and #2 are unlocked and thoroughly searched. If and when ballots are found, the precinct number, the bin they were found in, the amount and whether or not they were voted, is recorded on the same spreadsheet.

When all of the bins and red supply boxes have been searched, the ballots, stubs and registration cards that were found, are then placed in a red transfer box and the lid is sealed. The Department personnel sign and place a seal on the lid of the boxes to ensure the containers are sealed. A copy of the spreadsheet is taped to the top of the box.

Two members of the Department staff then bring the box to the canvass supervisor, and they all sign the chain of custody form.

X. Ballots

A. Vote-By-Mail Ballots

- Sealed vote-by-mail ballots are sent from the printer to the USPS main office on Evans Street in San Francisco for mailing which can begin on October 7.
- Subsequent requests for vote-by-mail ballot will be mailed as the Department receives applications.

B. Vote-By-Mail Generic Ballots

- Unvoted vote-by-mail generic ballots used at the Department's early voting counter in City Hall will be secured in City Hall Room 59.

C. Returned Vote-By-Mail Ballots

- The Department will securely store all voted vote-by-mail ballots in the Department's office at City Hall Room 48.

D. Precinct Ballots and Precinct Generic Ballots

Unvoted precinct and precinct generic ballots will be delivered to the Department's warehouse on Pier 48 where Department staff will perform an inventory audit of the ballots received and will conduct a quality control check for correct print of precinct numbers, ballot types, ink, etc. On October 28, the Department staff will transport the ballots, packaged specifically for each precinct, to City Hall for distribution to polling place Inspectors from the City Hall Cafeteria and Room 34.

Supply Bags with precinct ballots will be distributed to the polling place Inspectors upon their completion of training classes beginning Tuesday, October 29 through Saturday, November 2. If Inspectors cannot pick up their ballots after training class, the Department may deliver the ballots and supplies to their residences.

XI. Election Night: Transporting and Securing Precinct Ballots After the Polls Close

At the close of voting, voted ballots must be removed from the Insight optical scan tabulator and the red box and readied for transport to the Department's warehouse at Pier 48. Poll workers are to reconcile the number of remaining unused ballots with the number delivered to the precinct and the number used on the Posted Ballot Statement (PBS). A copy of the PBS must be posted outside each polling place along with the Insight results tape. Poll workers must take down the voting booths and ready the equipment and supplies for later pickup.

The poll workers will remove the memory devices from the Insight and the Edge II touchscreen and ready them for retrieval by Parking Control officers from the Department of Parking and Traffic and transport to City Hall. The ballots and Voter Verified Paper Audit Trail (VVPAT) will be taken to the Department's Processing Center at Pier 48 by Deputy Sheriffs.

Deputy Sheriffs will retrieve the voted, unvoted, provisional and vote-by-mail ballots, and transport these items to the Department's Processing Center at Pier 48. Sheriff's deputies will escort the transport of these ballots to the Department's office in City Hall the day after the election. The Department staff are to process all provisional and vote-by-mail ballots to determine whether they can be accepted or must be challenged. Challenged ballots are neither opened nor counted whereas accepted ballots are opened, extracted and prepared for tabulation.

XII. Vote Counting

A. Counting Vote-By-Mail and Early-Voting Ballots

Each vote-by-mail ballot packet the Department mails to voters includes a postage-paid return envelope. The return envelope includes a designated space for voters to sign and printed on each envelope is a label with the voter's name and address. Upon receipt, the Department compares the signature on the return envelope to the image file scanned from signature affixed to the voter's registration card which the Department keeps on file. After the signature comparison, the voter's voting history is updated. Properly submitted ballots are then sorted by precinct.

The ballot extractor will cut the envelopes on the sides and open the cut envelopes to facilitate manual extraction of the ballots. Throughout this period, the side of the envelope with the voter's identifying information will be kept facing downward so as to protect the voter's privacy. Extracted ballots will then be delivered for tabulation to the Department's computer room.

The polling place roster will indicate whether the Department issued to a voter a vote-by-mail ballot. When voting at the polls, the voter will have to surrender the vote-by-mail ballot before being issued a precinct ballot or cast a provisional ballot. The Department also provides to each polling place a supplemental list of voters who requested vote-by-mail ballots which is printed the day before Election Day. The poll workers use this supplemental list to update the rosters with the most recent information possible.

- The Department of Elections begins processing vote-by-mail ballots after the mailing of permanent vote-by-mail ballots on October 7 by reviewing the signatures on the envelopes upon their arrival. The Department can begin opening the envelopes seven business days before the election – October 29.
- For this election, vote-by-mail ballots are to be processed at the Central Count location in the Department's computer room in City Hall using the 400-C optical scanning machines. After the ballots are verified, the Ballot Distribution division receives the accepted ballots. The ballot envelopes are then sorted by precinct number, opened, and extracted in Room 59 in City Hall. Once the ballots are removed, they are prepared for counting in the Department's computer room; header cards are placed between each precinct and log sheets are completed for each box of voted ballots. When ballots are moved from Room 59 to the computer room, a transport log is used to ensure the chain of custody. During ballot counting, any ballot that cannot be processed by the 400-C machine is set aside for manual review and "remake" if required. The 400-C machines also separate write-in ballots which will require manual review and tally.
- During the canvass process, ballots from the Insight auxiliary bin are also reviewed. Once the Department determines during the canvass, the process of reconciliation and review of all election materials sent to the polling places, that the auxiliary bin ballots have not been counted by the Insight on Election Day at the polls, the ballots are transported to the Central Count location in City Hall. They are then processed through the 400-C machines, similar to the way vote-by-mail and provisional ballots are counted.

B. Counting Precinct Ballots

Precinct ballots are scanned at the polling places after voters place their voted ballot cards into the Insight machines. The vote is tallied and stored in the memory pack in each Insight. Also, the votes cast on the Edge II touch screen are stored on a memory device. The memory packs from the Insight and the memory cartridges from the Edge II will be retrieved by Parking and Control Officers from the Department of Parking and Traffic and transported to City Hall. The memory pack information from the Insights will be uploaded into the tabulation database; however, the information from the Edge memory device will not be uploaded and used as official tallies. The paper ballots and VVPATs will be transported to Pier 48 by Deputy Sheriffs and the votes recorded on the VVPATs will be remade onto paper ballot cards at Pier 48. These paper ballots will be counted using the 400-C machines at City Hall.

C. Counting Provisional Ballots

San Francisco will use two ballot types for this election. Provisional envelopes contain the ballots of voters whose names did not appear on the roster or who voted at the wrong precinct. Provisional ballots require individual review by a Department employee who compares the signature on the envelope to the voter's signature on the affidavit of registration on file. This process is performed by using the registration database to identify the voter and determine whether the voter is registered and which ballot type the voter should have voted according to the voter's current residential address. The database is programmed to compare whether the ballot type issued to the voter is the ballot type the voter is entitled to vote, in which case all of selections for the candidates and measures will be counted for the entire ballot. The "Help America Vote Act" (HAVA) and California Election Code Section 14310 (3)(b) state, "If the ballot cast by the voter contains candidates or measures on which the voter would not have been entitled to vote in his or her assigned precinct, the elections official shall count only the votes for the candidates and measures on which the voter was entitled to vote in his or her assigned precinct." Provisional ballots are challenged and will not be counted for the following reasons:

- Identity of the voter cannot be determined;
- Envelope is not signed;
- Envelope is not sealed;
- No residential address provided;
- Signature does not compare or match to the voter registration on file;
- No ballot is enclosed; and/or
- The signature is printed.

Provisional voting on the Edge II will involve issuing the voter with a voter card that is activated for provisional voting only. The card activator will indicate a reference number on its display which will be noted by the poll workers on the provisional envelope. This number will be used to reference that ballot during tabulation once it is accepted to be included in the election's tallied results.

D. Counting Ballots with Write-in Votes

See Attachment, Appendix 1, for the Department's procedures for reviewing all ballot cards with write-in votes and tallying votes for qualified write-in candidates.

XIII. Remaking Ballots

Under certain circumstances, when a ballot is lawfully cast but unreadable by the vote counting equipment, the Department of Elections must "remake" the ballot so it can be read and processed by the equipment. For example, ballots that are torn, bent, folded, dirty, damp or damaged must be remade (California Elections Code Section 15210). The remake ballot must reflect the voter's intent insofar as the voter's intent can be determined from the defective ballot. The unreadable ballot is called the "original." The duplicate ballot is called the "remake."

This process will take place in the Department's conference room in City Hall beginning approximately one week before Election Day and may continue until the election is certified. Votes recorded on the VVPAT from Edge II touch screens are remade onto paper ballot cards at Pier 48 beginning Thursday, November 7. The remake process, like all aspects of ballot processing, is open to the public.

A. What Ballots Require a Remake?

All vote-by-mail and provisional ballots (together with any precinct ballot cards that were not processed on an Insight machine at the polling place and the Edge remake ballots) are processed using the 400-C machine. For any ballots that the Central Count 400-C machine outstacks, or is unable to tabulate completely, for reasons such as overvotes, undervotes, and not readable, the ballots must be reviewed by a Remake Team to determine whether a remake is necessary.

However, before the vote-by-mail and provisional ballots are processed on the 400-C machines, these ballots are visually screened for obvious defects that may prevent the 400-C machines to read them accurately. Ballots falling in this category are collected even before they are read on the 400-C machines and are set aside for remake. Some of the common examples of these defects are as follows:

- The ballot card is torn.
- The ballot card is ripped.
- The ballot card is bent, folded, creased or wrinkled.
- The ballot card is damp, dirty or sticky.
- The ballot card precinct number does not match the precinct number in the envelope.

Ballots that pass this initial screening are then processed on the 400-C machines. The machines have parameter settings that instruct the machines to outstack unreadable ballots, overvoted ballots, fully undervoted ballots, and ballots with write-ins. This instruction on the machine is to give the Department staff another chance to manually review each ballot and verify if they are truly overvoted, truly undervoted, and to check for any conditions that would require a ballot to be remake.

Each Remake Team consists of four members – two Screeners, and two Markers. The Screeners determine which ballots require a remake and how the remake should be done. Working together, the two Screeners review every contest on each ballot to determine whether a remake is necessary as they separate them into three bins for three categories:

- a. Ballots requiring a remake
- b. True Overvoted Ballots
- c. True Undervoted Ballots

Note: Remake Team training.

All members of the Remake teams are given formal training on the different conditions that would require a ballot to be remake. During this training they are also taught on how to correctly interpret voter's intent and properly mark the duplicate ballot according to the provision of the California Elections Code and guidelines issued by the California Secretary of State's office.

The training relies not only on having printed reference material but also on visual examples using PowerPoint presentation. There is also a test given to each member to gauge how much they learned and also to determine if there is a need to review any particular portion of the training. The Department believes that all members must be very well versed on the various conditions so that the interpretation of vote marks is correct and consistent.

B. Determining which Outstacked Ballot Card Requires a Remake

For ballots to require a remake, the two Screeners must look at every card and contest and must both agree that the conditions for a remake as provided in the guidelines are met. Some common scenarios for a remake are given below. A more complete list of conditions can be found in the Secretary of State Uniform Vote Counting Standards.

A ballot card must be remake if:

- The voter made a mark that cannot be detected by the vote counting equipment (which would be outstacked as an undervoted card); and/or
- The voter failed to mark the ballot by connecting the head and tail of the arrow (as directed in the voting instructions) but instead used an incorrect mark, and used the same incorrect mark consistently for every contest.

Examples of incorrect marks are:

- The voter circled the candidate's name;
- The voter circled part or all of the arrow;
- The voter underlined part or all of the arrow;
- The voter made an "X" through the arrow;
- The voter used the space provided for write-in candidates for each contest to write in the name of a candidate whose name is actually printed on the ballot;
- The voter marked the ballot by connecting the head and tail of the arrow next to the name of a single candidate, and in addition used the space provided for write-in candidates for the contest to write in the name of the same candidate; and/or
- The voter marked the ballot by connecting the head and tail of the arrow next to the name of a single candidate, and connected the arrow next to the name of another candidate for the same office but then crossed out that mark.

The following are examples of incorrectly marked ballots that are not remake (California Elections Code Sections 15342 and 15208). These are votes that are not cast according to state law and for that reason the votes are invalid and may not be counted.

- The voter marked the ballot with a sticker or stamp to indicate the name of a write-in candidate;
- The voter wrote in the name of a qualified write-in candidate but failed to connect the head and tail of the arrow pointing to the space for write-in candidates.

If the Screeners have any questions about whether a ballot must be remake, they should address their questions to the Department Manager supervising the remake process. If a question cannot be resolved by reviewing the remake guide, the question must be resolved by the Manager in consultation with the Director of Elections.

C. Determining the Valid and Invalid Marks for Remaking

The remake ballot must reflect the voter's intent. The two Screeners, again working together, must determine the voter's intent from the original ballot. If the Screeners have any questions about the determination of voter intent, they should address their questions to the Manager

supervising the remake process. The question must be resolved by the Manager in consultation with the Director of Elections.

Once the Screeners determine that a remake is necessary and that the voter's intent is clear, they proceed to stamping the vote marks on the original ballot. A stamp of "Duplicate" on a vote mark means that the vote mark should be copied to the duplicate ballot. A stamp of "Void" on a vote mark means that the vote mark should not be copied on the duplicate ballot. Both Screeners must agree on the interpretation otherwise they would need to refer their interpretations to the Manager (as stated previously). These stamp marks would be the basis for the Markers when remaking the ballot.

All remake ballots will be placed in boxes and batched accordingly. Staff are assigned to log and monitor these boxes. These boxes are later transferred to the remake room. The lead staff will assign a box to two Markers who will then give it back to the Lead staff once they are done remaking the ballots for that box. Each team of two Markers will work on one box of ballots at a time.

D. Marking the Duplicate Ballot

Upon receiving a box of ballots to be remade, the Markers must get the corresponding blank duplicate ballot cards first. Either they get these themselves from the carefully arranged ballot shelves or another group will provide it for them. Working together, the two Markers must duplicate the votes cast on the original ballot on the remake ballot. The remake must reflect the intent of the voter, as determined by the Screeners (stamp marks). The Markers use ballot pens (same ones issued at the polling place) provided by the voting system vendor to ensure that the marks can be read by the vote count equipment. They are not allowed to make any marks on the original ballot or any extra marks on the duplicate ballot other than those determined by the Screeners and the reference code described below.

Before the Markers start duplicating the ballots, they are instructed to mark the bottom part of original ballot and its corresponding duplicate ballot with the same reference code. All duplicate ballots are clearly stamped "Duplicate". The Markers must code both the original ballot and the duplicate with the following information:

- "V" to indicate that the original was a Vote-By-Mail ballot;
- "PV" to indicate that the original was a Provisional ballot;
- "E" to indicate that the original vote was an Edge ballot;
- "PCT" to indicate that the original was a polling place ballot;
- Precinct number;
- Initials of the person marking the remake;
- Date the remake was made; and
- Number of the remake ballot in sequence number.

For example: For a vote-by-mail ballot, precinct number 3254, remake by MM on 11/20/10, where the remake was the first remake in a sequence starting with the number 001 (and continuing with 002, 003, etc.), both the original and remake would include the following coding:

AV 3254 MM 11/20/10 001

Going through each ballot card, the Marker must look for the stamps "Duplicate" and "Void". He verifies if the interpretation is correct then proceeds to copy all the vote marks stamped "Duplicate" and disregard the vote marks stamped "Void". Most of the "Void" stamps would be for stray marks, dirt, smudges, bleed through, and even holes that happen to be in between the arrows (thus, registering vote mark as the machine scans it). The other Marker then verifies the first Marker duplication and checks for any errors.

As the Markers make the duplicate, they will place the original ballots and the duplicate ballots in two separate piles. They are instructed to keep all the original ballots in one pile and not mix them up with the duplicate ballots. The original and duplicate ballots are then transferred to the Lead staff custody.

E. Random checking

The Lead Staff will randomly select finished boxes (of remade ballots) and together with its corresponding original ballots give it to another team of two staff (could be Screeners or Markers). The team will conduct quality control check once more on every ballot in that box to verify the duplication is 100% accurate.

The Department will determine what percentage of the remade ballots will be subjected to this random checking. The percentage may change during the course of the remake period depending on the number of errors found. The more errors are found, the higher the percentages will be and vice versa.

F. Processing the Duplicate Ballots

All duplicate ballots will be transferred again to the computer room in batches on a daily basis for processing on the 400-C machines. All the corresponding original ballots will be transferred to Room 59 for archiving (they will later be transferred to Pier 48 warehouse for storage). The duplicate ballots will be sorted by precinct and then processed on the 400-C.

Staff will be monitoring the ballot card counts all throughout the remake process to keep track of how many cards were for remake, how many cards were remade, how many remade ballots were processed, how many cards left to be remade, and how many remade cards left to be processed.

G. When is the Remake Process Completed?

The remake process continues until all ballots have been examined and, if necessary, remade. The remakes are then counted and tabulated by precinct by the 400-C equipment. All ballots must be processed, counted and tabulated before election results are certified.

XIV. Ballot Processing Schedule

A. Vote-by Mail Ballots: On Election night, the Department plans to have processed the vote-by-mail ballots that it receives prior to Election Day and reported that evening. By the Friday after Election Day, the Department plans to have tabulated the vote-by-mail ballots received on Election Day in the mail and those ballots that voters dropped off at polling places.

B. Touchscreen Ballots: The Department will review the votes cast on the touch screen equipment starting on Thursday, November 7, at the Department's warehouse on Pier 48. At this time the Department will begin to transfer the votes recorded on the Voter Verified Paper Audit Trails attached to each touchscreen unit onto paper ballots which will be then tabulated in the Department's computer room in City Hall.

C. Provisional Ballots: The Department plans to complete the review and tabulation of accepted, or, valid, provisional ballots by Friday, November 15.

XV. Reporting Election Results

A. Reporting Results on Election Night after the Close of Polls

After the polls close, the Department will first release results at approximately 8:45 p.m. which will represent the tallied results from the vote-by-mail ballots received before Election Day. After all polling places have reported, the Department may release a preliminary ranked-choice report as well as post the ballot image files for the ranked-choice contests on the Department's website.

The results will be displayed on a large-screen television in the North Light Court in City Hall, SFGTV Channel 26, and on the Department's website: www.sfelections.org.

B. Updates: Reporting of Results after Election Day

The Department will report results on a near-daily basis around 4 p.m. for up to three weeks following Election Day. The subsequent releases will include results from votes cast at the polling places, remaining vote-by-mail ballots, and provisional ballots. The Department will release final election results no later than 24 days after the election.

After Election Day, and for any day during which the Department counts ballots, the Department will release updated results at approximately 4 p.m. These subsequent releases will include results from ballots cast at polling places, remaining vote-by-mail ballots, provisional ballots, and write-in votes. On the days during which no ballots have been counted, the Department will post a notice on its website stating there is no updated report available.

XVI. Canvass of Election Materials: Final Report and Certification of Election Results

California election law requires an official canvass, which is an internal audit of the election to ensure the accuracy and validity of the results. This entails numerous manual processes that verify the accuracy of the computer count, including a hand tally of ballots cast in 1% of the polling places and 1% of the vote-by-mail ballots cast. State election law allows 24 days following the local election for the Department to conduct the canvass and certify the results. The canvass is open to the public. The California Elections Code requires the official canvass to begin no later than the Thursday following Election Day.

Official canvass tasks include, but are not limited to the following:

- Inspection of all materials and supplies returned from polling places;

- A reconciliation of the number of signatures on the roster with the number of ballots recorded on the ballot statement;
- In the event of a discrepancy in the reconciliation, the number of ballots received from each polling place shall be reconciled with the number of ballots cast, as indicated on the ballot statement;
- A reconciliation of the number of ballots counted, spoiled, canceled, or invalidated due to identifying marks, overvotes, or as otherwise provided by statute, with the number of votes recorded, including vote-by-mail and provisional ballots, by the vote-counting system;
- Processing and counting any valid vote-by-mail and provisional ballots not included in the semifinal official canvass;
- Counting any valid write-in votes;
- Remaking any damaged ballots, if necessary; and
- Reporting final results to the governing board and the Secretary of State, as required.



August 23, 2013

**Re: Waiver Allowing City Employees to Assist the Department of Elections with the
November 5, 2013 Municipal Election**

TECHNICAL SUPPORT

Number of City Employees: 10

Departments: Department of Technology, General Services Agency, and City Attorney's
Office.

PROCEDURES FOR PROCESSING WRITE-IN VOTES

In the State of California, each voter is entitled to write the name of any candidate for any public office on the ballot of any election. The State has established guidelines for the processing of write-in votes. California Elections Code section 15342 states that:

Any name written upon a ballot for a qualified write-in candidate, including a reasonable facsimile of the spelling of a name, shall be counted for the office, if it is written in the blank space provided and voted as specified below:

(a) For voting systems in which write-in spaces appear directly below the list of candidates for that office and provide a voting space, no write-in vote shall be counted unless the voting space next to the write-in space is marked or slotted as directed in the voting instructions.

(b) For voting systems in which write-in spaces appear separately from the list of candidates for that office and do not provide a voting space, the name of the write-in candidate, if otherwise qualified, shall be counted if it is written in the manner described in the voting instructions.

(c) The use of pressure-sensitive stickers, glued stamps, or any other device not provided for in the voting procedures for the voting systems approved by the Secretary of State to indicate the name of the write-in candidate are not valid, and a name indicated by these methods shall not be counted.

(d) Neither a vote cast for a candidate whose name appears on the ballot nor a vote cast for a write-in candidate shall be counted if the voter has indicated, by a combination of marking and writing, a choice of more names than there are candidates to be nominated or elected to the office.

(e) All valid write-in votes shall be tabulated and certified to the elections official on forms provided for this purpose, and the write-in votes shall be added to the results of the count of the ballots at the counting place and be included in the official returns for the precinct.

(f) In the event of a manual recount, this section shall be liberally construed to ensure that each ballot is counted if the intent of the voter can be determined, regardless of whether the voter has complied with the voting instructions.

The City and County of San Francisco Department of Elections follows these guidelines in the design of the procedures for processing voted ballots with write-in votes.

Section 1: Vote-by-Mail Ballots/ Provisional Ballots/ Auxiliary Bin Ballots

Initial Sorting

Vote-by-mail ballots are processed at City Hall in the Department of Elections' computer room using the 400-C Central Count System. Provisional ballots, once determined to be valid, are also processed using the 400-C. In addition, any ballot cards remaining in the Auxiliary Bin of an Insight voting machine after the close of polls are processed using the 400-C, after verification that the cards were not counted at the polling place.

Write-in votes may appear on two different types of ballots: those with ranked-choice voting contests and those with conventional non-ranked-choice voting contests. The 400-C routes each non-ranked-choice voting ballot card with at least one write-in vote to a write-in tray, separate from the other ballot cards.

All vote-by-mail, provisional and auxiliary bin ballot cards that have at least one write-in vote are collected and delivered to the write-in processing area in City Hall. Vote-by-mail ballot cards and ballot cards from mail-only precincts are kept together, while the provisional and auxiliary bin ballot cards are each kept separate.

PROCESSING BALLOT CARDS WITH WRITE-IN VOTES

I. Reviewing Vote-by-Mail Ballots / Provisional Ballots / Auxiliary Bin Ballots

Teamwork

All work on write-in votes is done in teams. For the sorting step, two staff members work together to check the write-in votes and must agree on a determination of the validity or invalidity of these votes. For the review step, a different pair will check the first pair's work.

For the unofficial tally of write-in votes, which is only performed for non-RCV ballots, a team of four works together to observe and record any valid write-in votes.

An Important Note on Overvotes

When a voter casts a ballot where the votes in a contest exceed the number of votes permitted, none of the votes in that contest can be counted. This is an overvote. At a polling place, the voting machine will return this ballot and print a message notifying the voter of the overvote, and the voter may choose to mark a new ballot.

However, a voter who has voted via a mailed ballot, voted provisionally, or voted using the Auxiliary Bin has not been given the opportunity to correct the overvote. For this reason, in the event of an overvote in which a candidate listed on the ballot is selected and the same candidate is also indicated as a write-in vote, this should be accepted as a valid write-in vote for that candidate, rather than treated as an overvote.

II. Sorting Non-RCV Ballots:

To sort the ballot cards you will need:

- A box labeled “Valid”
 - A box labeled “Invalid”
 - The *List of Qualified Write-In Candidates*, if there are qualified write-in candidates in this election; or, the *Unofficial Tally Sheet for Write-ins*, which lists all the candidates that appear on the ballot and any qualified write-in candidates.
- a. Beginning with the first precinct, review each ballot card, checking each contest with a write-in vote. **If there are any questions about the determination of voter intent, address them to the Department of Elections manager supervising the write-in review process.**
1. Is it an overvote?
 - If the number of votes for different candidates exceeds the number of candidates to be elected for that office, an overvote exists and none of the votes for the office may be counted. Place these cards in the invalid box.
 2. Is it a valid write-in vote?
 - Compare write-in votes with the list of candidates for that contest on the write-in tally sheet. If the name written in is not on the list, the vote is invalid.
 - If the name is on the list but the write-in is not made in the space(s) provided, the vote is invalid.
 - If the arrow next to a write-in name is not connected or not marked in any way, the vote is invalid.
 - If the write-in vote is for a qualified candidate for the office, place the card in the valid box.
 - If, after each contest has been examined, all write-in votes on a card have been determined to be invalid, place the card in the invalid box.

NOTE 1: Some cards may have both valid and invalid write-in votes on the same card; these should be placed in the valid box.

NOTE 2: Cards that were found in Bag 1 but clearly have no write-in votes will be set aside for review by the Canvass Supervisor and possible inclusion in the tally of regular voted cards. These cards will be stored separately from the other ballot cards in a box labeled “No Write-ins”, to facilitate reconciliation.

- b. Continue processing all cards for precinct as described above, and then proceed with subsequent precincts. Keep stacks of ballot cards in order by precinct number.

III. Reviewing Non-RCV Ballots

After the first check is complete, the teams will change stations for a second review and simultaneous stamping of the ballot cards.

- a. Beginning with the first precinct, review each card according to the same criteria used in the first sorting step above. **If there are any questions about the determination of voter intent, address them to the Department of Elections manager supervising the write-in review process.**
 1. Are all the write-ins on the card invalid?
 - If all of the write-in votes that appear on a card are invalid, stamp "INVALID" on the masthead of the ballot (the top part), in a place where the stamp is easily visible. Then return the card to the invalid box, keeping all cards in precinct order.
 2. Are all the write-ins on the card valid?
 - Stamp "QUALIFIED" **below** each valid write-in name and return the card to the valid box, keeping all cards in precinct order.
 3. Are there both valid and invalid write-ins on the card?
 - If there are both valid and invalid write-in votes on a card, stamp "INVALID" directly over the invalid write-in space, **but avoid the voting arrow**. Stamp "QUALIFIED" **below** each valid write-in name. Do not stamp "INVALID" on the top of the ballot card. Return the card to the valid box, keeping all cards in precinct order.

NOTE: Cards that were found in Bag 1 but clearly have no write-in votes will be set aside, in precinct order, for review by the Canvass manager and possible inclusion in the tally of regular voted cards. These cards will be stored separately from the other ballot cards, to facilitate reconciliation.

- a. Continue processing all ballot cards for as above. Keep stacks of ballot cards in order by precinct number.

IV. Unofficial Tally of Write-In Votes (Applies to All Non-RCV Ballots with Write-Ins)

After sorting and stamping are complete, a team of four will record the valid write-in votes from non-RCV ballot cards:

- a. After all of the ballot cards with write-in votes have been reviewed and separated, begin a tally of votes for qualified write-in candidates. This tally will be recorded on the Unofficial

Tally Sheet for Write-Ins, with the appropriate box checked indicating the source of the ballots ("Vote-by-Mail Ballots," "Provisional Ballots," or "Auxiliary Bin Ballots.").

- b. The recording team will consist of four people: the Caller, the Observer, and two Recorders. In addition, the Monitor will oversee the workflow.
- c. The team will work one precinct at a time, one card at a time.
- d. First, the Caller will read aloud the precinct number, the card number (if applicable), the contest that contains a valid write-in vote, and the name in the write-in space.
- e. The Observer, who sits close enough to the caller to be able to read the ballot, will ensure that the Caller is correct. If there is any discrepancy, the Observer will call for a stop and correct the Caller.
- f. When the Caller reads the name on the card, each Recorder will look for the candidate's name on the Unofficial Tally Sheet for Write-Ins. This sheet lists only qualified write-in candidates (candidates whose names already appear on the ballot plus certified write-in candidates) for each contest. Each recorder will write the corresponding precinct number on the tally sheet, in the first available slot next to the candidate's name.
- g. This process will continue until each contest with a valid write-in vote has been recorded.
- h. Continue until all ballot cards with write-in votes have been processed.
- i. Each Recorder will then enter the total number of votes for each qualified write-in candidate for each contest and check them against the other recorder's numbers. There should now be two identical, simultaneously generated Unofficial Tally Sheets for Write-Ins, one from each Recorder.
- j. If the two Unofficial Tally Sheets do not match, the ballot cards will be reviewed until the cause for the discrepancy is determined and the discrepancy is resolved.

V. Official Count of Write-In Votes

Once all of the ballot cards with write-in votes have been processed, the results recorded on the Unofficial Tally Sheets for Write-Ins will be reviewed by the MIS division and manually added to the vote totals, by precinct, for inclusion in the Official Election Results.

Upon the Director's certification of the final Canvass report and Official Results, the Canvass is complete and the results are presented to the Board of Supervisors as official, and in the case of federal or state elections, reported to the California Secretary of State.

Section 2: Precinct Ballots (Ballots cast on Election Day at a regular polling place)

Initial Sorting

Precinct ballots are processed in each polling place using an Insight optical scan voting machine. The Insight machines route each ballot card with at least one write-in vote to its internal Bin 1. Bin 1 is lined with a plastic bag, and after closing the poll, poll inspectors remove this bag with the ballot cards contained inside and seal it for transport to the Pier 48 warehouse. This is Bag 1.

During Canvass, Bag 1 is separated from each precinct's Rice Bag and placed in a designated area. The write-in staff is provided with a list of the number of cards with write-in votes processed by the Insight machine, listed by precinct. The staff checks the number of cards in Bag 1 against the number on the list, while simultaneously confirming that the cards have write-in votes.

Bags that pass this review are placed in a designated area for further processing. Bags with an incorrect number of cards are placed in a designated area for investigation.

NOTE: During the course of the Canvass, cards with write-in votes may be found from sources other than Bag 1's. These cards are to be combined with the Bag 1 write-in ballot cards and processed accordingly.

PROCESSING OF BALLOT CARDS WITH WRITE-IN VOTES

Teamwork

All work on write-in votes is done in teams. For the sorting step, two staff members work together to check the write-in votes and must agree on a determination of the validity or invalidity of these votes. For the review step, a different pair will check the first pair's work.

For the unofficial tally of write-in votes, which is only performed for non-RCV ballots, a team of four works together to observe and record any valid write-in votes.

I. Sorting Non-RCV Ballots:

To sort the ballot cards you will need:

- A box labeled "Valid"
- A box labeled "Invalid"
- The *List of Qualified Write-In Candidates*, if there are qualified write-in candidates in this election; or, the *Unofficial Tally Sheet for Write-ins*, which lists all the candidates that appear on the ballot and any qualified write-in candidates.

- a. Beginning with the first precinct, review each ballot card, checking each contest with a write-in vote. **If there are any questions about the determination of voter intent, address them to the Department of Elections manager supervising the write-in review process.**
 1. Is it an overvote?
 - If the number of votes for different candidates exceeds the number of candidates to be elected for that office, an overvote exists and none of the votes for the office may be counted. Place these cards in the invalid box.
 2. Is it a valid write-in vote?
 - Compare write-in votes with the list of candidates for that contest on the write-in tally sheet. If the name written in is not on the list, the vote is invalid.
 - If the name is on the list but the write-in is not made in the space(s) provided, the vote is invalid.
 - If the arrow next to a write-in name is not connected or marked in any way, the vote is invalid.
 - If the write-in vote is for a qualified candidate for the office, place the card in the box designated for valid write-in votes.
 - If, after each contest has been examined, all write-in votes on a card have been determined to be invalid, place the card in the box designated for invalid write-in votes.

NOTE 1: Some cards may have both valid and invalid write-in votes on the same card; these should be placed with the cards with valid write-ins.

NOTE 2: Cards that were found in Bag 1 but clearly have no write-in votes will be set aside, in precinct order, for review by the Canvass Supervisor and possible inclusion in the tally of regular voted cards. These cards will be stored separately from the other ballot cards in a clearly labeled box, to facilitate reconciliation.

- b. Continue processing all cards for precinct as above, and then proceed with subsequent precincts. Keep stacks of ballot cards in order by precinct number.

II. **Reviewing Non-RCV Precinct Ballots (Ballots cast on Election Day at a regular polling place)**

After the first check is complete, the teams will change stations for a second review and simultaneous stamping of the ballot cards.

- a. Beginning with the first precinct, review each card according to the same criteria used in the first sorting step above. **If there are any questions about the determination of voter intent, address them to the Department of Elections manager supervising the write-in review process.**
 1. Are all the write-ins on the card invalid?

- If all of the write-in votes that appear on a card are invalid, stamp “INVALID” on the masthead of the ballot (the top part), in a place where the stamp is easily visible. Then return the card to the invalid box, keeping all cards in precinct order.
- 2. Are all the write-ins on the card valid?
 - Stamp “QUALIFIED” **below** each valid write-in name and return the card to the valid box, keeping all cards in precinct order.
- 3. Are there both valid and invalid write-ins on the card?
 - If there are both valid and invalid write-in votes on a card, stamp “INVALID” directly over the invalid write-in space, **but avoid the voting arrow**. Stamp “QUALIFIED” **below** each valid write-in name. Do not stamp “INVALID” on the top of the ballot card. Return the card to the valid box, keeping all cards in precinct order.

NOTE: Cards that were found in Bag 1 but clearly have no write-in votes will be set aside, in precinct order, for review by the Canvass manager and possible inclusion in the tally of regular voted cards. These cards will be stored separately from the other ballot cards, to facilitate reconciliation.

- a. Continue processing all ballot cards for as above. Keep stacks of ballot cards in order by precinct number.

III. Unofficial Tally of Write-In Votes (Applies to All Non-RCV Ballots with Write-Ins)

After sorting and stamping are complete, a team of four will record the valid write-in votes on non-RCV ballot cards:

- a. After all of the ballot cards with write-in votes have been reviewed and separated, begin a tally of votes for qualified write-in candidates. This tally will be recorded on the Unofficial Tally Sheet for Write-Ins, with the appropriate box checked indicating the source of the ballots (“Precinct Ballots”).
- b. At least one recording team will be set up at the Canvass processing area to complete the Unofficial Tally Sheet for Write-Ins. Each recording team will consist of four people: the Caller, the Observer, and two Recorders. In addition, the Monitor will oversee the workflow.
- c. Each data recording team will work one precinct at a time, one card at a time.
- d. First, the Caller will read aloud the precinct number, the card number (if applicable), the contest that contains a valid write-in vote, and the contents of the name field.
- e. The Observer, who sits close enough to the caller to be able to read the ballot, will ensure that the Caller is correct. If there is any discrepancy, the Observer will call for a halt and correct the Caller.

- f. When the Caller reads the name on the card, each Recorder will look for the candidate's name on an Unofficial Tally Sheet for Write-Ins. This sheet lists only qualified write-in candidates (certified write-in candidates plus candidates whose names appear on the ballot) for each contest. Each recorder will write the corresponding precinct number on the tally sheet, in the first available slot next to the candidate's name.
- g. This process will continue until each contest with a valid write-in vote has been recorded.
- h. Continue until all ballot cards with write-in votes have been processed.
- i. Each Recorder will then enter the total number of votes for each qualified write-in candidate for each contest and check them against the other recorder's numbers. There should now be two identical, simultaneously generated Unofficial Tally Sheets for Write-Ins, one from each Recorder.
- j. If the two Unofficial Tally Sheets do not match, the ballot cards will be reviewed until the cause for the discrepancy is determined and the discrepancy is resolved.

IV. Official Count of Write-In Votes

Once all of the ballot cards with write-in votes have been processed, the results recorded on the Unofficial Tally Sheets will be reviewed by the MIS division and manually added to the vote totals, by precinct, in Win-EDS for inclusion in the Official Election Results.

Upon the Director's certification of the final Canvass report and Official Results, the canvass is complete and the results are presented to the Board of Supervisors as official, and in the case of federal or state elections, reported to the California Secretary of State.



Memorandum

To: Elections Commission

From: John Arntz, Director

Date: August 23, 2013

Re: Waiver Allowing City Employees to Assist the Department of Elections with the November 5, 2013 Municipal Election

This memorandum requests that the Elections Commission approve the Department of Elections' (Department) request for the Board of Supervisors to waive the prohibition under Charter section 13.104.5 that disallows City employees from assisting the Department in the conduct of elections. The Department seeks a general waiver of this prohibition so the Department is able to utilize the services and expertise of City personnel when necessary; however, the Department presently expects to require the assistance of approximately 10 people from other City departments.

The Department will require technical assistance to upload the vote tallies contained in the memory packs that will be transported from each polling place to City Hall, as well as preparing the information for results reporting. The memory packs record the voting that occurs in the polling places on vote tabulation machines. The City personnel will assist in uploading the voting information contained inside the memory packs into the central count system located in the Department's computer room in City Hall Room 48.

While the uploading of the voting information from the memory packs will last a few hours after the polls close, the Charter prohibits City personnel from providing such assistance to the Department. (13.104.5).

Except as provided below, no City employee or officer, other than the Director of Elections, an appointee of the Director of Elections or a member of the Elections Commission, may in any capacity perform any function relating to the conduct of an election that this Charter places under the Department of Elections. This section prohibits City personnel from providing to the Department of Elections services that are unique to that department. . . . The Elections Commission may, upon the recommendation of the Director of Elections request from the Board of

Supervisors a waiver of this prohibition so as to allow City employees and officers to assist the Department of Elections. The Board of Supervisors shall approve or deny such requests from the Elections Commission by motion.

The Department does seek to conduct elections exclusively with its permanent and temporary staff, but we find it necessary in some instances to utilize the skills of City personnel who work with other departments. Thus, after considering staffing needs for the November 5, 2013 Municipal Election, I recommend that the Elections Commission request from the Board of Supervisors a waiver of the prohibition of City employees performing election-related tasks and allow City personnel to assist the Department of Elections.

The Department requests that this be a general waiver in order to provide flexibility in planning for the election. Still, at this time the Department has identified the need for the assistance of approximately ten people from other City Departments. The personnel work in the departments listed in the attachment to this memorandum.

I will be glad to answer any questions you might have on this matter.

Encl; waiver request list

ELECTIONS COMMISSION
City and County of San Francisco

Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Winnie Yu



John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Special Meeting

Wednesday, October 2, 2013
6:00 p.m.

City Hall, Room 421
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

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Order of Business

1. Call to Order & Roll Call.

2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.

3. Approval of minutes from previous meeting.

Discussion and possible action to approve the minutes of the August 21, 2013 Elections Commission Meeting. (Attachment: August 21, 2013 draft minutes.)

4. Director's Report.

Division Updates

Budget/Personnel (Admin.)	Precinct Services / ADA
Ballot Distribution	Publications
Campaign Services	Technology (MIS)
Outreach	Voter Services
Poll worker	Warehouse

5. Discussion and Possible action to request a waiver allowing City employees to assist the Department of Elections. (Attachments: 2 page Memorandum from Director to Commission dated August 23, 2013; 1 page Memorandum from Director dated August 23, 2013.)

6. Discussion and possible action to approve the Election Plan for the November 5, 2013 Municipal Election. (Attachment: November 5, 2013 Municipal Election Plan, including Appendix 1 Procedures for Processing Write-In Votes).

7. **Discussion and possible action regarding arguments published in the Voter Information Pamphlet for the November 5, 2013 Municipal Election.**

8. **Discussion and possible action for the Commission to study current operations of Vote by Mail.** The concluded study may involve recommendations for making existing administrative procedures part of the Elections Code.

9. **Commissioners' Reports.**

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

10. **Announcements.**

11. **Discussion and possible action regarding items for future agendas.**

12. **Adjournment**

There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

Cell phones, pagers and similar sound-producing electronic devices: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Disability Access: The Elections Commission meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in a meeting, please contact the Department of Elections at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Late requests will be honored, if possible. Services available on request include the following: American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes. Please contact the Department of Elections at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for a disability-related modification or accommodation.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code): Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. **FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO CA 94102-4689; PHONE: (415) 554-7724; FAX: (415) 554-7854; E-MAIL: SOTF@SFGOV.ORG.**

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

Lobbyist Registration and Reporting Requirements: Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; and website: www.sfgov.org/ethics.

ELECTIONS COMMISSION
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Elections Commission Special Meeting
Wednesday, October 2, 2013
6:00 p.m.
City Hall, Room 421
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

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DRAFT MINUTES

1. Call to Order & Roll Call

President Jill Rowe called the meeting to order at 6:01 pm. **PRESENT:** Commissioners Jill Rowe, Winnie Yu, Rosabella Safont, and Richard Matthews. **ALSO PRESENT:** Director of Elections John Arntz, Deputy City Attorney Andrew Shen, and Commission Secretary Tachina Alexander. Commissioner Catalina Ruiz-Healy's absence was excused. Commissioner Gleason arrived at 6:07pm.

2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.
NO PUBLIC COMMENT

3. Approval of Minutes from previous meetings.

Commissioner Matthews moved to approve the Minutes of the August 21, 2013 Elections Commission Meeting and it was seconded by Commissioner Safont. The roll call vote was **UNANIMOUS** to **APPROVE** the minutes.
NO PUBLIC COMMENT

4. Director's Report.

Director Arntz

Division Reports

- (a) Administrative (Budget/Personnel) – Organizing the phone bank.
- (b) Ballot Distribution – Getting timelines, canvassing, and will be certified by 11/15/13. Working to reduce over time and have received precinct ballots. Most of the city is one-card ballots therefore there will be fewer ballots to review than previously. Organizing meeting with the Sheriff regarding routes and polling places.
- (c) Campaign Services – No applicant for official election observer panel, Open house October 16th 2-5pm.
- (d) Warehouse Services – Preventive maintenance took place two weeks ago and now they are doing "mock elections" by running cards through the machines to make sure they're functioning properly.

- (e) Outreach Division – Be-A-Voter signs have been placed on buses, posters have been sent out to partner organizations, newspapers, mailers/postcards to households vs. individuals. Reviewed power point presentation and participated in National Voter Registration Day; have 46 presentations scheduled, 2 citizenship ceremonies, 2,000 poll workers for this election and they need 74 additional stand-by inspectors due to their 13% cancellation rate. They sent out over 3,000 applications to high school students and so far 700 have signed up. Intake room will be open tomorrow and the FEDS will attend a 5-hour hands-on equipment training class on October 27th.
- (f) Precinct Services – Located 391 places, creating an online map and preparing to delivery routes.
- (g) Publications Voter guides drop tomorrow. The large print was finalized and the audio finalized translation will be done by the end of the week if paid arguments are done by that time.
- (h) Technology Division – Streaming video by the end of the week in room 59.
- (i) Voter Services –The Department hasn't received many overseas ballots; out of the 5,000 mailed, they've only received 12 back. Early voter counter is currently being set up.

NO PUBLIC COMMENT

5. Discussion and Possible action to request a waiver allowing City employees to assist the Department of Elections.

Commissioner Matthews moved that the waiver request by the Director of Elections according to the August 23, 2013 memo be approved and forwarded to the Board of Supervisors for the November 5, 2013 Consolidated Municipal Elections. It was seconded by Commissioner Safont. The roll call vote was UNANIMOUS to approve.

Commissioner Gleason would like to make sure that for future elections, the request for waiver remains specific as the Director has been doing, and not general; it should include the number of employees and the category of work.

NO PUBLIC COMMENT

6. Discussion and possible action to approve the Election Plan for the November 5, 2013 Municipal Election.

Commissioner Matthews stated that BOPEC received and voted unanimously to recommend that the commission accept the November 5, 2013 Municipal Election Plan. Therefore he moved that the Elections Commission accept the November 5, 2013 Municipal Election Plan. Commissioner Safont seconded it. The roll call vote was UNANIMOUS to approve.

Chandra Friese – Will the webcam film in real time? Will you keep a copy in your archives or will it be lost forever?

John Arntz explained that no copies will be kept.

7. Discussion and possible action regarding arguments published in the Voter Information Pamphlet for the November 5, 2013 Municipal Election
Discussion regarding pages 31 and 39 of the voter information pamphlet.

Discussion in regards to formatting that included a "P.S." which resulted in the author's name being placed above a portion of the argument's text, and could create confusion for voters as to who is presenting which part of the argument. Further discussion in regards to the identification of people who are not eligible San Francisco voters in the list of an argument's authors. It was discussed that only eligible voters should be permitted to author arguments in the Voter Information Pamphlet. Deputy City Attorney Shen reported that the Commission has the authority to adopt a general policy regarding formatting of the Voter Information Pamphlet, or it can ask the Board of Supervisors to amend the Municipal Election Code to clarify formatting requirements.

NO PUBLIC COMMENT

8. Discussion and possible action for the Commission to study current operations of Vote by Mail

Commissioner Gleason introduced Chandra Friese to inform the commission about her study on this concern.

Chandra Friese's concern was that there are so many people who are voting by mail. While the Department is doing a good job with vote-by-mail, the procedures need to be protected for future elections. She indicated that they have an incomplete draft of what they'd like to see done.

Commissioner Gleason said that before he left the Commission he'd like to see this action completed.

Commissioner Gleason moved to assign to BOPEC the task of reviewing and making possible recommendations to codify some vote-by-mail procedures in the Elections Code. Commissioner Safont seconded. The roll call vote was unanimous to approve.

9. Commissioners' Reports.

10. Announcements

11. Discussion and possible action regarding items for future agendas.

Municipal Election #530 provide better guidance to Department meeting on November 16, 2013

12. ADJOURNMENT 7:21pm

ELECTIONS COMMISSION
City and County of San Francisco

Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Winnie Yu



John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting

Wednesday, October 16, 2013
6:00 p.m.

City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

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Order of Business

1. Call to Order & Roll Call.

2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.

3. Approval of minutes from previous meeting.

Discussion and possible action to approve the minutes of the October 2, 2013 Special Elections Commission Meeting. (Attachment: October 2, 2013 draft minutes.)

4. Director's Report.

Division Updates

Budget/Personnel (Admin.)	Precinct Services / ADA
Ballot Distribution	Publications
Campaign Services	Technology (MIS)
Outreach	Voter Services
Poll worker	Warehouse

5. Discussion and possible action regarding potential revisions to Municipal Elections Code Section 530, including with regard to formatting of ballot arguments in the Voter Information Pamphlet and authorship of ballot arguments by persons other than eligible San Francisco voters.

6. Discussion and possible action regarding scheduling and procedures for conducting performance reviews for Commission Secretary and Director of Elections.

7. Commissioners' Reports.

- Meetings with public officials
- Oversight and Observation activities

- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

8. Announcements.

9. Discussion and possible action regarding items for future agendas.

10. Discussion and possible action regarding request for schedule changes by public employee: Commission Secretary Tachina Alexander.

(a) Public comment on all matters pertaining to this agenda item.

(b) CLOSED SESSION. Closed Session is held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss the schedule changes requested by a public employee. Discussion and possible action.

(c) Discussion and vote pursuant to Sunshine Ordinance section 67.12(a) on whether to disclose any portion of the closed session discussion regarding the public employee performance evaluation. (Action.)

Motion: That the Elections Commission disclose/not disclose its closed session deliberations regarding the public employee request for schedule changes.

11. Adjournment

There will be an opportunity for public comment on each agenda item.

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Cell phones, pagers and similar sound-producing electronic devices: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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ELECTIONS COMMISSION
City and County of San Francisco

Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Winnie Yu



John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Special Meeting

Wednesday, October 16, 2013

6:00 p.m.

City Hall, Room 421

**1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102**

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DRAFT MINUTES

1. Call to Order & Roll Call

Commissioner Jill Rowe called the meeting to order at 6:02pm. PRESENT: Commissioners Rich Matthews, Rosabella Safont, Jill Rowe, Winnie Yu, Catalina Ruiz-Healy, and Gerard Gleason. ALSO PRESENT: Director of Elections John Arntz, Deputy City Attorney Andrew Shen, and Commission Secretary Tachina Alexander

2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.

Brent Turner informed the Commission legislation was signed into law a couple of weeks ago, SP360, which allows the state to self-certify voting systems and paves the way for open-source voting systems. LA County announced they will implement open-source voting software systems which are comparable to the 2008 open-source paper ballot printing system. There also is a chance that an internet or capture component to this system and he will report back on any future progress.

3. Approval of Minutes from previous meetings.

Commissioner Matthews moved to approve the Minutes of the October 2, 2013 Elections Commission Meeting and it was seconded by Commissioner Ruiz-Healy. The roll call vote was UNANIMOUS to APPROVE the minutes.
NO PUBLIC COMMENT

4. Director's Report.

Director Arntz
Division Reports

- A. Administrative (Budget/Personnel) – Getting requisitions for materials and supplies together for elections as well as day time staffing preparations due to additional personnel needs.
- B. Ballot Distribution – Preparing to deliver materials as well as working out the process to deliver bags with ballots to Inspectors, parking permits and

- badges, Election Day street signage around City Hall, etc.
- C. Campaign Services - Had an open house today from 2pm - 5pm with some attendees. The write-in period will end October 22, 2013 and registration ends October 21, 2013.
 - D. Outreach - They've distributed polling place mailers to schools, departments, library branches, community newspapers, and buses as well as bus shelters in Chinese, Spanish and English. There are two upcoming presentations that the Elections Commission are invited to attend; Friday October 18th at 2pm. Training for curbside voting pick-up will be Monday October 21st at 3pm. On Election Day each entrance of City Hall will be staffed for vote-by-mail ballot collection. Many upcoming registration events and presentations all of which are listed on the Department's website.
 - E. Poll Workers - They have sufficient numbers of clerks and inspectors assigned to polling places but are still recruiting standbys. Clerks have been trained and inspector classes begin October 29th - November 2nd. The Department offered an online bilingual training for the first time and 150 have taken class to date. All Field Election Deputies (FEDS) have been hired, assigned territories, and training is assigned to them either on Sunday October 21st or October 27th in room 34.
 - F. Precinct Services - Elise Kennedy, longest serving poll worker (Harry Truman was her 1st election), passed away and Precinct services attended her service. They've created polling place change signs with blinking LED lights, put together FED territory maps for technicians who work with the vendor that technically supports the voting equipment.
 - G. Publications - Mailed voter guides out and met with vendor to finalize preparations for June 2014 election. Reviewing proofing documentation and temps training process.
 - H. Technology - Providing a lot of support and working on phone app for FEDS. They've released the beta for the first field test in anticipation of receiving any feedback regarding technical bugs. Although it's still in beta form the intent is to use it for the upcoming election.
 - I. Voter Services - Performing voter file maintenance. 35 voters per day, higher than initial projections, have shown up for early voting. Processed some vote-by-mail ballots and only 19 voters have registered online.
 - J. Warehouse - Getting supplies ready for election, completed equipment testing, and completed maintenance.
- Commissioner Comments
Commissioner Matthews inquired about the future site of the warehouse and Director Arntz stated that he had not found a site that was feasible within the city limits. However the City located a building in Brisbane which is optimal for the needs of the Department which has potential promise and will be available next year.

NO PUBLIC COMMENT

- 5. Discussion and possible action regarding potential revisions to Municipal Elections Code Section 530, including with regard to formatting of ballot arguments in the Voter Information Pamphlet and authorship of ballot arguments by persons other than eligible San Francisco voters.**
- Commissioner Matthews referred to the "PS" in the Voter Information Pamphlet in which the Commission discussed its confusion and the Commission's role in clarifying it. Additionally, in section 530 the authorship is misleading to the voters

and clarification for both matters is essential prior to the 2014 election.

Commissioner Rowe was in agreement that some action needed to be taken as the Commission has the ability to set general policies but the better option would be to have the Board of Supervisors codify the code but the concern is how to get them to do so.

Deputy City Attorney Andrew Shen assured the Commission that it was not complicated but just a matter of designating one or two Commissioners to approach a Board of Supervisor member who would be willing to address this issue to the board. Given the law the Board would need to take it up in January and adopted by February.

Commissioner Gleason circulated a document entitled "Draft Proposed Changes to San Francisco Municipal Elections Code: SF Elections Commission October 16, 2013." He believes that this is a minor issue but should approach Board President Chiu and get his input.

Director Arntz sited that the formatting, italicization of names, and asterisks for identification of name purposes needs adjusting as well. If a template is made clarify when italicization, bolding, etc. is allowed because whatever guidance is in the code is what the Department is going to follow.

Commissioner Rowe encouraged the Commissioners to forward any additional ideas to her prior to the November meeting.

Deputy City Attorney Andrew Shen followed up on a comment made by Commissioner Gleason at the previous meeting regarding the City Attorney's opinion regarding this issue. His research yielded no documentation where he addressed this issue. He also wanted to flag one policy issue, in regards to Commissioner Gleason's draft, 530b mentions, in terms of authors, associations or organizations but does not impose residency or registration requirements on them. In subsection (d) in terms of authorization, "the signature of at least one of the principle officers must be provided and that principle officer must be a San Francisco registered voter" but doesn't speak to the other principles in the organization. What is the specific requirement for all principles?

Commissioner Gleason would like to make sure that for future elections, the request for waiver remains specific as the Director has been doing, and not general; it should include the number of employees and the category of work.

NO PUBLIC COMMENT

6. Discussion and possible action regarding scheduling and procedures for conducting performance reviews for Commission Secretary and Director of Elections.

Commissioner Rowe stated that the process for reviews of the Commission Secretary and the Director of Elections are approaching and needs to be done by December. Since the self-review process worked last year the Commission will continue to use it. Commissioner Rowe will circulate a basic written evaluation to each Commissioner to be completed and returned to the President.

NO PUBLIC COMMENT

7. COMMISSIONER REPORTS

Mayor's office has still not appointed a replacement Commissioner

146 NO PUBLIC COMMENT

147
148 **8. Announcements**

149
150 **9. Discussion and possible action regarding items for future agendas.**

151 A. Municipal Elections Code #530

152 B. Evaluations

153
154
155 **10. Discussion and possible action regarding request for schedule changes by public employee: Commission Secretary Tachina Alexander.**

156 Proposed schedule change for Tachina Alexander from Tue 8-5, Wed 8-5 or 1-end
157 of meeting and Thur 9-1 to Mon 8-5, Tues 8-12, Wed 8-5 or 1-end of meeting
158 Commissioner Rowe expressed concern regarding the posting of the agenda will
159 add on a day and she would be out possibly for 5 consecutive days.

160 Commissioner Matthew's expressed concern regarding mail, however infrequently
161 sent, not reaching the Commissioners in a timely fashion due to her being out for 4
162 consecutive days.

163 Commissioner Rowe proposed that for now it be granted on an interim basis to
164 see how it works out and revisit it at a later date. She then inquired about whether
165 there was a need for a vote on this issue.

166 Deputy City Attorney Andrew Shen was not familiar with the need for the
167 Secretary's schedule change to be brought before the Commission however he
168 advised that a vote need not take place nor has it historically been done every time
169 there is a request for a change.

170
171 NO PUBLIC COMMENT

172
173 **ADJOURNMENT 7:21pm**

ELECTIONS COMMISSION
City and County of San Francisco

Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Winnie Yu



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John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting
Wednesday, November 20, 2013
6:00 p.m.

City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

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3. Approval of minutes from previous meeting.

Discussion and possible action to approve the minutes of the October 16, 2013 Elections Commission Meeting. (Attachment: October 16, 2013 draft minutes.)

4. Director's Report.

Update on activities from the November 5, 2013 Municipal Election.

Division Updates

Budget/Personnel (Admin.)	Precinct Services / ADA
Ballot Distribution	Publications
Campaign Services	Technology (MIS)
Outreach	Voter Services
Poll worker	Warehouse

5. Discussion and possible action regarding individual Commissioner observation activities from the November 5, 2013 Municipal Election.

6. Discussion and possible action to encourage amendment of Municipal Elections Code section 530 to require that all authors of ballot measures be eligible to vote in San Francisco, and to require that the full text of the ballot argument come before the authors' names in the voter information pamphlet. (Attachment: Draft revisions to Municipal Elections Code section 530.)

7. Discussion and possible action regarding procedures for conducting performance reviews for Commission Secretary and Director of Elections.

8. Commissioner's Reports.

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

9. Announcements.

10. Discussion and possible action regarding items for future agendas.

11. Adjournment

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[Municipal Elections Code – Requiring all individuals listed as authors of a ballot argument to be eligible to vote on the measure.]

Ordinance amending the Municipal Elections Code to require that all individuals listed as authors of a ballot argument be eligible to vote in San Francisco; to require that all associations, entities, and other organizations listed as authors of a ballot argument to have at least one principal officer who is eligible to vote in San Francisco; and number) [use number/right paren with next sequenced number]to require that the full text of a ballot argument come before all listed authors of that ballot argument.

NOTE: Unchanged Code text and uncodified text are in plain Arial font. Additions to Codes are in single-underline italics Times New Roman font. Deletions to Codes are in ~~strikethrough italics Times New Roman font~~. Board amendment additions are in double-underlined Arial font. Board amendment deletions are in ~~strikethrough Arial font~~. Asterisks (* * * *) indicate the omission of unchanged Code subsections or parts of tables.

Be it ordained by the People of the City and County of San Francisco:

Section 1. The Municipal Elections Code is hereby amended by revising Section 530, to read as follows:

(a) Rules for Submission. These procedures shall govern the authorship submission and publication of ballot arguments for or against any measure submitted to the voters.

(b) Definitions. For purposes of this Section, the following definitions shall apply:

(1) Author. The term "author" shall mean the person or persons whose names appear in italics after the text of a ballot argument.

(2) Submit. The term "submit" shall mean providing a copy of a ballot argument, including the names of any authors of that ballot argument, to the Department of Elections for publication in the voter information pamphlet.

(bc) Authorship; Submission.

(1) The Board of Supervisors, or any member or members of the Board of Supervisors authorized by that body; the Mayor; any proponent of an initiative measure or a referendum; any individual voter who is eligible to vote on the measure, or group of such voters; or association, entity, or organization; or any combination thereof, may submit a written argument for or against any measure for publication in the voter information pamphlet;

(2) When the Board of Supervisors authorizes a member or members of that body to submit and ~~sign~~ *be the authors of* a written proponent or opponent argument for or against any measure for publication in the voter information pamphlet, or assigns that right to another person pursuant to Section 550 of this Code, the Board shall provide such authorization by motion and need not take any further action, including voting on or otherwise approving the actual text of the argument before it is submitted for publication;

(3) No ballot argument shall be accepted unless accompanied by the signature of each person who wishes to be an author of that ballot argument. When an author of a ballot argument is an individual, that individual must be eligible to vote in San Francisco. When an author of a ballot argument is an entity, association, or organization, the ballot argument shall not be accepted unless accompanied by the signature of at least one of the entity, association, or organization's principal officers, who must be eligible to vote in San Francisco. The association, entity, or organization must clearly indicate whether it wishes the name of the officer submitting the argument to be listed as an author.

(ed) Form. To ensure that all ballot arguments are filed in a uniform format, the arguments shall be submitted in a manner specified by the Director of Elections. The manner specified by the Director of Elections shall include a requirement that the text of a ballot argument appears in the Voter Information Pamphlet before all authors of that ballot argument.

(d) Authorization Signatures Required. A ballot argument shall not be accepted unless accompanied by the signature or signatures of the person or persons submitting it, or, if submitted on behalf of an association or organization, the name of the association or organization, and the signature of at least one of its principal officers who is a registered San Francisco voter. The association or organization submitting the argument must clearly indicate whether it wishes the name of the officer submitting the argument to be printed as part of the argument. The names of additional associations, organizations, or individuals who are registered San Francisco voters may be submitted as co-authors of the argument. The names and titles of all co-authors, and the name and title of any other person to be included in the text of the argument as printed in the voter information pamphlet, shall be counted against the 300-word limit specified in Section 575 of this Article. Such names and titles shall be subject to the per-word fee specified in Section 830 of this Code.

(e) Consent Required. A ballot argument which includes in its text the name of an individual or entity, other than a co-author of the argument, which is represented as being for a measure, or which is represented as supporting or endorsing the views expressed in the argument, shall not be accepted unless the argument is accompanied by a statement of consent signed by such individual or entity. The consent of an entity shall be signed by an officer or other duly authorized representative.

(f) Word count. The names and titles of all authors, and the name and title of any other person to be included in the text of the argument as printed in the voter information pamphlet, shall be counted against the 300-word limit specified in Section 575 of this Article. Such names and titles shall be subject to the per-word fee specified in Section 830 of this Code.

Section 2. Effective Date. This ordinance shall become effective 30 days after enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the

ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board of Supervisors overrides the Mayor's veto of the ordinance.

Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors intends to amend only those words, phrases, paragraphs, subsections, sections, articles, numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal Code that are explicitly shown in this ordinance as additions, deletions, Board amendment additions, and Board amendment deletions in accordance with the "Note" that appears under the official title of the ordinance.

APPROVED AS TO FORM:
DENNIS J. HERRERA, City Attorney

By: _____
JOSHUA S. WHITE
Deputy City Attorney

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ELECTIONS COMMISSION
City and County of San Francisco



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Rosabella Safont
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Elections Commission Meeting
Wednesday, November 20, 2013
6:00 p.m.

City Hall, Room 408
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San Francisco, California 94102

DRAFT MINUTES

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1. Call to Order & Roll Call

Commissioner Jill Rowe called the meeting to order at 6:00pm. PRESENT: Commissioners Rich Matthews, Rosabella Safont, Jill Rowe, Winnie Yu, and Charles Jung, EXCUSED ABSENCE: Commissioner Catalina Ruiz-Healy. ALSO PRESENT: Director of Elections John Arntz, Deputy City Attorney Joshua White, and Commission Secretary Tachina Alexander. Commissioner Gleason arrived at 6:11pm.

2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.
NO PUBLIC COMMENT

3. Approval of Minutes from previous meetings.

Commissioner Matthews moved to approve the Minutes of the October 16, 2013 Elections Commission Meeting and it was seconded by Commissioner Safont. Commissioner Jung motioned to recuse himself from voting on the minutes and it was seconded by Commissioner Yu. NO PUBLIC COMMENT. The roll call vote was UNANIMOUS to APPROVE his recusal. The roll call vote was UNANIMOUS to APPROVE the previous minutes.

4. Director's Report.

Director Arntz certified the election last Friday
Division Reports

- A. Administrative (Budget/Personnel) – Board approved the first extension of the contract with Dominion for 3 years, processing invoices, began budget planning for the next 2 fiscal years, tomorrow the Department is going to the Brisbane location to see if it will be feasible. The warehouse lease is valid through 2015 so they're not in danger of not having space but they have plenty time and are just being proactive.
- B. Ballot Distribution - Just finished archiving materials, envelopes, and ballots

- and sent them to the warehouse.
- C. Campaign Services – Looking at guides for the June election to make sure they have that all set up.
 - D. Outreach – They've been off the canvass since last Friday and since the election they haven't done much outreach. The vote-by-mail stations that they had set up outside City Hall was a great success and they'll start debriefing on that and see what they will do going forward and how it can be improved. They are putting together their post-election report and it will be forwarded to the commission upon its completion. They did go to the naturalization service in Oakland.
 - E. Poll Workers – Recently completed the payroll for the poll workers and the checks will be in the mail tomorrow. They have also attached availability letters to checks for June election and a survey to see what their experience was this past November.
 - F. Precinct Services – Returned to City Hall picking up equipment from polling places; sent out checks to poll owners.
 - G. Publications - waiting on content to be emailed back from vendors for June ballot.
 - H. Technology - email system needs to be changed from Lotus notes to exchange to Microsoft Outlook.
 - I. Voter Services – The usual voter file maintenance
 - J. Warehouse – Hosted a lot of events and are getting things on pallets, inventoried, and shelves. They'll get back together as a group and will begin debriefing meetings in two weeks to find out how they did in order to know how they can adjust for June.

Chandra Friese couldn't find the web cam on the website and had to call in to get help doing so. Someone helped her over the phone and she complimented them on their phone manner. She suggested that the webcam be left on 24/7 to enable people to see what's going on at all times and no one is there when they shouldn't be.

5. Discussion and possible action regarding individual Commissioner observation activities from the November 5, 2013 Municipal Election.

Commissioner Yu suggested LED lanterns in evening due the darkness as well as a pre-election newsletter with links to remind people to vote.

Commissioner Gleason stated that the training was fantastic and the new ballot bag was amazing and helpful when there was only one electrical outlet it supplied us with a much needed extension cord.

Commissioner Rowe suggested that there be more clear training on the 100ft sign and its placement.

Commissioner Yu suggested that a string/rope of 100ft be included in the kit

NO PUBLIC COMMENT

6. Discussion and possible action to encourage amendment of Municipal Elections Code section 530 to require that all authors of ballot measures be eligible to vote in San Francisco, and to require that the full text of the ballot argument come before the authors' names in the voter information pamphlet

Commissioner Rowe distributed a handout to all of the Commissioners entitled "Hand-Out Relating to Potential Revisions to MEC 530 With Respect to Submissions by Entities, Associations or Organizations."

Deputy City Attorney White stated that his purpose in creating the documents was to address the concerns on how to deal with entities, associations, and organizations as a starting point.

Commissioner Gleason stated that this goes beyond anything that we've ever discussed before; we didn't include entities.

Commissioner Mathews stated that subsection 3c the authors are listed as 9 individuals and we wanted to exclude all non San Francisco voters and we're not sure that this language does that.

Deputy White attempted to deal with it by defining author; "*when an author ...that individual must be eligible to vote in SF.*"

Commissioner Mathews subsection 3c third sentence directly refutes that; Commissioner Rowe wanted to know if there was a requirement that at least one of the authors be listed. Initially authors could only mean persons then later on it switched to entities so that needs to be worked out. Last sentence of subsection 3 implies association and doesn't have a person/author requirement but implies corporation (principle officer language) Do we want to exclude organizations all together or include them?

Commissioner Gleason would like to weed out any reference of entity and keep organization and association. People's names should not be required in groups. Commissioner Yu inquired about the timeline and proposed that the commission find out how other municipalities are handling this issue in being able to set some clear boundaries.

Commissioner Rowe feels that item #2 needs to be deleted on the handout.

Commissioner Mathews suggested the fields to be included Author, Body of Text, and Register to Vote.

Deputy City Attorney Joshua White will revise the draft in accordance with the Commissioner's comments.

NO PUBLIC COMMENT

7. Discussion and possible action regarding procedures for conducting performance reviews for Commission Secretary and Director of Elections

Commissioner Matthews volunteered to receive and compile all of the reviews. President Rowe thanked him for being willing to take on this task.

NO PUBLIC COMMENT

8. Commissioner's Reports.

NONE

9. Announcements.

Commissioner Rowe informed the commission that at the last meeting the commission secretary had a schedule modification and since then the secretary advised of a change. Her official schedule is now M&T 8am - 5pm W 8-12pm and on meeting days 1pm til the end of the meeting.

BOPEC December 4, 2013 – Proposed amendments, codifying best practices, welcoming Commissioner Jung.

10. Discussion and possible action regarding items for future agendas

NONE

11. ADJOURNMENT 7:44pm

ELECTIONS COMMISSION
City and County of San Francisco

Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Winnie Yu
Charles Jung



John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting

Wednesday, December 18, 2013
6:00 p.m.

City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

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Order of Business

1. Call to Order & Roll Call.

2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.

3. Approval of minutes from previous meeting.

Discussion and possible action to approve the minutes of the November 20, 2013 Elections Commission Meeting. (Attachment: November 20, 2013 draft minutes.)

4. Discussion and possible action to review the November 5, 2013 Municipal Election for substantial compliance with the Election Plan approved by the Elections Commission. (Attachments: November 5, 2013 Municipal Election Plan; 2013 Provisional Ballot, 2013 Edge Report.)

5. Director's Report.

Division Updates

Budget/Personnel (Admin.)	Precinct Services / ADA
Ballot Distribution	Publications
Campaign Services	Technology (MIS)
Outreach	Voter Services
Poll worker	Warehouse

6. Discussion and possible action regarding proposed revisions to Municipal Elections Code section 530.

7. Discussion and possible action regarding proposed revisions to the San Francisco Municipal Elections Code regarding vote-by-mail ballot processing.

8. Commissioners' Reports.

- Meetings with public officials
- Oversight and observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

9. Public Employee Performance Evaluation for Director of Elections John Arntz.

(a) Public comment on all matters pertaining to this agenda item.

(b) CLOSED SESSION. Closed Session is held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss the performance evaluation of a public employee. Discussion and possible action.

(c) Discussion and vote pursuant to Sunshine Ordinance section 67.12(a) on whether to disclose any portion of the closed session discussion regarding the public employee performance evaluation. (Action.)

10. Public Employee Performance Evaluation for Commission Secretary Tachina Alexander.

(a) Public comment on all matters pertaining to this agenda item.

(b) CLOSED SESSION. Closed Session is held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss the performance evaluation of a public employee. Discussion and possible action.

(c) Discussion and vote pursuant to Sunshine Ordinance section 67.12(a) on whether to disclose any portion of the closed session discussion regarding the public employee performance evaluation. (Action.)

11. Announcements.

12. Discussion and possible action regarding items for future agendas.

13. Adjournment

There will be an opportunity for public comment on each agenda item.

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Edge Report
November 5, 2013 Municipal Election

Precinct	Election Day Turnout	Early Voting Turnout	Total Turnout
Pct 1101	0	0	0
Pct 1102/1103	0	0	0
Pct 1104/1105	0	0	0
Pct 1106/1107	0	0	0
Pct 1109/1108	0	0	0
Pct 1111	0	0	0
Pct 1112	0	0	0
Pct 1114/1113	1	0	1
Pct 1115/1116	0	0	0
Pct 1118/1124	0	0	0
Pct 1119	0	0	0
Pct 1122	0	0	0
Pct 1123/1117	0	0	0
Pct 1125	0	0	0
Pct 1126/1121	0	0	0
Pct 1128/1127	0	0	0
Pct 1129/1131	0	0	0
Pct 1132	0	0	0
Pct 1134	0	0	0
Pct 1135/1133	0	0	0
Pct 1136	0	1	1
Pct 1141/1142	0	0	0
Pct 1143/1144	0	0	0
Pct 1146/1147	0	0	0
Pct 1148	0	0	0
Pct 1149/1145	0	0	0
Pct 1151 MB	0	0	0
Pct 1152/1153	0	0	0
Pct 1154 MB	0	0	0
Pct 7001	0	0	0
Pct 7002	0	1	1
Pct 7003/7004	0	0	0
Pct 7005	0	0	0
Pct 7006	0	0	0
Pct 7007/7008	0	0	0
Pct 7011/7009	0	0	0
Pct 7012	0	0	0
Pct 7013/7014	0	0	0
Pct 7015 MB	0	0	0
Pct 7016/7019	0	0	0
Pct 7021/7027	0	0	0
Pct 7022	0	0	0
Pct 7023/7017	0	1	1

Edge Report
November 5, 2013 Municipal Election

Pct 7024	0	0	0
Pct 7025	0	1	1
Pct 7026/7018	0	0	0
Pct 7028/7033	0	0	0
Pct 7029	0	0	0
Pct 7030/7031	0	0	0
Pct 7032	0	1	1
Pct 7034	0	0	0
Pct 7035	0	0	0
Pct 7037	0	0	0
Pct 7038	0	0	0
Pct 7039	0	1	1
Pct 7041 MB	0	0	0
Pct 7042/7046	0	0	0
Pct 7043	0	0	0
Pct 7045	0	0	0
Pct 7047	0	0	0
Pct 7048/7036	2	0	2
Pct 7049/7051	0	0	0
Pct 7052/7053	0	0	0
Pct 7054/7044	0	0	0
Pct 7101 MB	0	0	0
Pct 7201	0	0	0
Pct 7202	0	0	0
Pct 7203	0	0	0
Pct 7205/7204	0	2	2
Pct 7206	0	0	0
Pct 7207	0	0	0
Pct 7208/7209	0	1	1
Pct 7301/7304	1	0	1
Pct 7302	0	2	2
Pct 7305/7307	0	0	0
Pct 7306/7303	0	0	0
Pct 7308	0	0	0
Pct 7309	0	0	0
Pct 7312	0	1	1
Pct 7313/7314	0	0	0
Pct 7315/7316	1	1	2
Pct 7317	0	0	0
Pct 7318/7311	0	0	0
Pct 7319/7324	0	2	2
Pct 7321	0	0	0
Pct 7322	0	0	0
Pct 7323	0	1	1

Edge Report
November 5, 2013 Municipal Election

Pct 7325	0	0	0
Pct 7326	0	0	0
Pct 7327/7338	0	0	0
Pct 7329/7328	0	2	2
Pct 7331	0	0	0
Pct 7332/7334	0	1	1
Pct 7333	0	0	0
Pct 7336/7345	0	1	1
Pct 7337	0	0	0
Pct 7339/7341	0	0	0
Pct 7342/7335	0	0	0
Pct 7343/7344	0	3	3
Pct 7346/7347	0	0	0
Pct 7348	0	0	0
Pct 7349	0	2	2
Pct 7501/7504	0	0	0
Pct 7503/7502	0	0	0
Pct 7505	0	1	1
Pct 7507/7506	0	0	0
Pct 7508	0	0	0
Pct 7509/7511	0	1	1
Pct 7513/7512	0	2	2
Pct 7515/7514	0	1	1
Pct 7516	1	1	2
Pct 7518/7517	0	0	0
Pct 7521/7519	0	1	1
Pct 7523/7522	0	2	2
Pct 7524	1	0	1
Pct 7525/7526	0	2	2
Pct 7527/7528	0	0	0
Pct 7529/7531	0	1	1
Pct 7532/7545	0	0	0
Pct 7533/7534	0	1	1
Pct 7536/7537	0	0	0
Pct 7539/7538	0	0	0
Pct 7542/7541	0	0	0
Pct 7543/7544	0	0	0
Pct 7547/7546	0	0	0
Pct 7548/7535	0	1	1
Pct 7552	0	0	0
Pct 7553 MB	0	0	0
Pct 7554/7549	1	0	1
Pct 7555/7551	0	1	1
Pct 7556/7557	0	0	0

Edge Report
November 5, 2013 Municipal Election

Pct 7601	0	1	1
Pct 7604/7603	0	1	1
Pct 7605/7611	0	1	1
Pct 7607/7602	0	0	0
Pct 7608/7609	0	0	0
Pct 7612/7606	0	1	1
Pct 7613/7614	1	0	1
Pct 7615/7617	2	0	2
Pct 7616	0	2	2
Pct 7618	0	1	1
Pct 7619	0	0	0
Pct 7621	0	0	0
Pct 7622/7624	0	1	1
Pct 7623/7629	2	1	3
Pct 7625	0	0	0
Pct 7626	1	0	1
Pct 7627	0	0	0
Pct 7628	0	0	0
Pct 7632	0	0	0
Pct 7633/7631	0	0	0
Pct 7634	0	0	0
Pct 7636/7635	0	0	0
Pct 7637	0	1	1
Pct 7638	0	1	1
Pct 7639	0	1	1
Pct 7641	1	1	2
Pct 7642	0	0	0
Pct 7643	0	0	0
Pct 7644	0	0	0
Pct 7645	0	0	0
Pct 7646	0	1	1
Pct 7647	0	0	0
Pct 7648 MB	0	0	0
Pct 7701	0	1	1
Pct 7703 MB	0	0	0
Pct 7704/7702	0	0	0
Pct 7705	0	0	0
Pct 7706	0	1	1
Pct 7707	0	0	0
Pct 7708	0	0	0
Pct 7711/7709	0	0	0
Pct 7712	0	0	0
Pct 7801	0	1	1
Pct 7802	0	0	0

Edge Report
November 5, 2013 Municipal Election

Pct 7803	0	0	0
Pct 7804	0	0	0
Pct 7805/7806	0	4	4
Pct 7808/7807	0	1	1
Pct 7809	0	1	1
Pct 7812/7811	0	1	1
Pct 7814/7813	0	1	1
Pct 7815	0	2	2
Pct 7816	0	0	0
Pct 7817/7818	0	0	0
Pct 7819	0	0	0
Pct 7822/7821	0	2	2
Pct 7823	0	0	0
Pct 7824/7825	0	2	2
Pct 7827/7826	0	0	0
Pct 7828	0	0	0
Pct 7831	1	0	1
Pct 7832	0	0	0
Pct 7833	0	0	0
Pct 7834/7843	0	0	0
Pct 7835	0	0	0
Pct 7836	1	1	2
Pct 7837/7829	0	2	2
Pct 7838	0	0	0
Pct 7839	0	0	0
Pct 7841/7848	0	0	0
Pct 7842	0	1	1
Pct 7844/7858	0	0	0
Pct 7845	0	0	0
Pct 7847/7846	0	0	0
Pct 7849	0	1	1
Pct 7852/7851	1	0	1
Pct 7853	0	0	0
Pct 7855/7854	0	0	0
Pct 7857/7856	0	0	0
Pct 7859	0	0	0
Pct 7861	0	0	0
Pct 7862	0	1	1
Pct 7863	0	0	0
Pct 7864/7869	0	0	0
Pct 7865/7873	0	0	0
Pct 7866	0	0	0
Pct 7867/7868	0	1	1
Pct 7871	0	0	0

Edge Report
November 5, 2013 Municipal Election

Pct 7872	0	0	0
Pct 7874	0	1	1
Pct 7875	0	0	0
Pct 7902/7901	0	1	1
Pct 7903	0	0	0
Pct 7904	0	1	1
Pct 7905	0	0	0
Pct 7906	0	0	0
Pct 7908/7907	0	2	2
Pct 7909/7911	1	2	3
Pct 7912	0	0	0
Pct 7913	0	0	0
Pct 7914	0	0	0
Pct 7915	0	0	0
Pct 7916	0	1	1
Pct 7917/7918	0	1	1
Pct 7919	0	0	0
Pct 7922/7921	0	0	0
Pct 7923/7924	0	0	0
Pct 7925	0	0	0
Pct 7926	0	0	0
Pct 7927/7928	0	1	1
Pct 7929	0	2	2
Pct 7931	0	1	1
Pct 7932	0	0	0
Pct 7933 MB	0	0	0
Pct 7934	0	0	0
Pct 7935	0	0	0
Pct 7936	0	0	0
Pct 7937	0	0	0
Pct 7939/7941	0	0	0
Pct 7942	0	0	0
Pct 7943	0	0	0
Pct 7944/7938	0	1	1
Pct 7945	0	0	0
Pct 7946/7948	0	2	2
Pct 7947	0	0	0
Pct 7951/7952	0	0	0
Pct 7953/7949	0	1	1
Pct 7954 MB	0	0	0
Pct 7955	0	0	0
Pct 7956	0	0	0
Pct 7957	0	0	0
Pct 7958 MB	0	0	0

Edge Report
November 5, 2013 Municipal Election

Pct 9001 MB	0	0	0
Pct 9101	0	1	1
Pct 9102	0	0	0
Pct 9103/9104	0	0	0
Pct 9107/9105	0	0	0
Pct 9108/9111	0	0	0
Pct 9109/9106	1	0	1
Pct 9113	0	0	0
Pct 9114/9112	0	2	2
Pct 9116/9115	0	0	0
Pct 9117/9118	0	0	0
Pct 9119	0	0	0
Pct 9121	0	0	0
Pct 9122/9139	0	0	0
Pct 9123/9124	0	0	0
Pct 9125	0	0	0
Pct 9126/9144	0	0	0
Pct 9127	0	0	0
Pct 9128/9129	0	0	0
Pct 9131/9132	0	0	0
Pct 9133	0	0	0
Pct 9134	0	1	1
Pct 9135	0	0	0
Pct 9136	0	0	0
Pct 9137/9138	0	1	1
Pct 9141	0	0	0
Pct 9142/9143	0	1	1
Pct 9146/9145	0	1	1
Pct 9148/9147	0	1	1
Pct 9151	0	0	0
Pct 9152/9149	0	1	1
Pct 9201	0	0	0
Pct 9202	0	0	0
Pct 9206/9203	0	0	0
Pct 9207/9211	0	1	1
Pct 9208	0	0	0
Pct 9209/9204	1	0	1
Pct 9212/9205	0	0	0
Pct 9213	0	0	0
Pct 9214	1	0	1
Pct 9215	0	0	0
Pct 9219/9218	0	0	0
Pct 9221	0	0	0
Pct 9222/9216	0	1	1

Edge Report
November 5, 2013 Municipal Election

Pct 9223/9217	0	1	1
Pct 9224	0	0	0
Pct 9225/9226	0	1	1
Pct 9227/9228	0	1	1
Pct 9229	0	0	0
Pct 9231	0	0	0
Pct 9232/9233	1	0	1
Pct 9234/9252	0	0	0
Pct 9235	0	0	0
Pct 9238/9246	0	0	0
Pct 9239	0	0	0
Pct 9241	0	1	1
Pct 9242/9248	0	0	0
Pct 9243/9236	0	0	0
Pct 9244/9237	0	2	2
Pct 9245/9247	0	1	1
Pct 9251/9249	0	1	1
Pct 9253	0	2	2
Pct 9255	0	0	0
Pct 9256/9254	0	0	0
Pct 9257 MB	0	0	0
Pct 9258	0	1	1
Pct 9401/9411	0	0	0
Pct 9402/9403	0	1	1
Pct 9404	0	0	0
Pct 9405	0	0	0
Pct 9406	0	0	0
Pct 9407	0	0	0
Pct 9408	0	0	0
Pct 9409	0	0	0
Pct 9412/9416	0	0	0
Pct 9413	0	0	0
Pct 9418/9417	0	0	0
Pct 9419/9414	0	1	1
Pct 9421/9415	0	0	0
Pct 9422/9428	0	1	1
Pct 9423/9434	0	1	1
Pct 9424/9425	0	0	0
Pct 9426	0	0	0
Pct 9427	0	0	0
Pct 9429/9431	0	0	0
Pct 9432	0	0	0
Pct 9433	0	0	0
Pct 9436	0	1	1

Edge Report
November 5, 2013 Municipal Election

Pct 9437/9445	0	0	0
Pct 9439/9438	0	0	0
Pct 9442/9435	0	0	0
Pct 9443/9441	1	1	2
Pct 9447/9448	0	1	1
Pct 9449/9444	1	1	2
Pct 9451	0	0	0
Pct 9452/9446	0	0	0
Pct 9453	0	0	0
Pct 9501 MB	0	0	0
Pct 9502 MB	0	0	0
Pct 9503/9504	0	1	1
Pct 9505/9506	0	0	0
Pct 9507/9509	0	0	0
Pct 9511	0	0	0
Pct 9512	0	2	2
Pct 9513/9508	0	2	2
Pct 9514/9522	0	0	0
Pct 9516/9515	0	0	0
Pct 9518/9517	0	1	1
Pct 9521/9519	0	0	0
Pct 9702/9701	0	0	0
Pct 9703	0	0	0
Pct 9704/9705	0	0	0
Pct 9706 MB	0	0	0
Pct 9707	0	1	1
Pct 9708	0	0	0
Pct 9711	0	0	0
Pct 9712	0	2	2
Pct 9713/9709	0	0	0
Pct 9714	0	0	0
Pct 9715	0	0	0
Pct 9716/9717	0	1	1
Pct 9718	0	0	0
Pct 9721/9719	0	0	0
Pct 9722	0	0	0
Pct 9723	0	0	0
Pct 9724/9725	0	0	0
Pct 9726	0	0	0
Pct 9728/9748	0	0	0
Pct 9729/9734	0	2	2
Pct 9731/9735	0	1	1
Pct 9732 MB	0	0	0
Pct 9733 MB	0	0	0

Edge Report
November 5, 2013 Municipal Election

Pct 9737/9736	0	0	0
Pct 9738	0	0	0
Pct 9741	0	0	0
Pct 9742/9727	0	0	0
Pct 9744/9739	0	0	0
Pct 9745/9743	0	1	1
Pct 9746	0	0	0
Pct 9747	0	0	0
Pct 9749	0	0	0
Pct 9751	0	0	0
Pct 9752/9753	1	0	1
Pct 9754/9755	1	1	2
Pct 9756	0	0	0
Pct 9801	0	0	0
Totals	27	140	167

szPrecinct Name	Accepted	Wrong Precinct	Wrong Ballot Type	Wrong Political Party	Accepted No Ballot	Total Counted	CH- PO/MA
Pct 1101	1	0	0	0	0	1	0
Pct 1102	13	0	0	0	0	13	0
Pct 1104	1	5	0	0	0	6	0
Pct 1106	8	1	0	0	0	9	0
Pct 1109	5	2	0	0	0	7	0
Pct 1111	1	0	0	0	0	1	0
Pct 1112	1	5	0	0	0	6	0
Pct 1114	14	1	0	0	0	15	0
Pct 1115	13	4	0	0	0	17	0
Pct 1118	6	11	0	0	0	17	0
Pct 1119	4	1	0	0	0	5	0
Pct 1122	3	9	0	0	0	12	0
Pct 1123	5	5	0	0	0	10	0
Pct 1125	2	0	0	0	0	2	0
Pct 1126	3	0	0	0	0	3	0
Pct 1128	7	2	0	0	0	9	0
Pct 1129	2	1	0	0	0	3	0
Pct 1132	2	2	0	0	0	4	0
Pct 1134	3	3	0	0	0	6	0
Pct 1135	0	3	0	0	0	3	0
Pct 1136	1	0	0	0	0	1	0
Pct 1141	8	1	0	0	0	9	0
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DEPARTMENT OF ELECTIONS
City and County of San Francisco



JOHN ARNTZ
Director

Municipal Election - November 5, 2013

Pct 1114/1	Init Call Time Problem Comments	Time Resolved Resolution Comment	
	12:45:20 PM Edge Audio: Tech reported that audio unit at pp was not working. Tech's spare audio unit also not working. Please dispatch audio unit.	2:03:32 PM	FED reports that edge machine is functioning properly. Voting Continues
	12:46:46 PM Technician Contacted: FT Mike on-site waiting for second tech FT Henry Macarian with a replacement audio box. ETA 15 minutes.		
	1:14:55 PM Technician Contacted: Both FTs are on-site. Audio box was replaced but unsuccessful at activating the audio ballot. Edge may need to be replaced. Team is heading to site to investigate.		
	1:50:26 PM Technician Contacted: Power cycled and resealed the audio unit cable. The polworker activated another audio voter card and the Edge loaded the audio ballot. Voter successfully cast their ballot. Voting continues.		
	1:50:56 PM FED Contacted: FED reports that edge machine is functioning properly. Voting Continues.		
Pct 1118/1	Init Call Time Problem Comments	Time Resolved Resolution Comment	
	2:53:51 PM Insight Operations: Insight Machine says Ballot Bin and Ballot has NOT been processed, but INSP says that all Ballot Cards are being counted. Send FED to check on procedures with PWs. ETA 3min.	3:32:14 PM	FED reports that insight is accepting ballots. Voting Continues.
	2:59:36 PM FED Contacted: FED contacted and asked to review procedures with PWs. ETA 3min.		
	3:12:31 PM Technician Contacted: FED informed that counter goes up but ballots are not being processed. Send Tech to assess issue.		
	3:17:04 PM Technician Contacted: FT Henry is in transit to location. ETA 10 minutes.		
	3:31:55 PM FED Contacted: FED reports that insight is accepting ballots. Voting Continues.		
	3:36:17 PM Technician Contacted: FT double checked with FED and all is ok. Polworker stated error was due to an earlier message on print out. Voting Continues!		
Pct 1123/1	Init Call Time Problem Comments	Time Resolved Resolution Comment	
	6:34:41 AM Insight Operations: Insight machine LED screen reads HELLO but doesn't change to 0000. Paper tape reads 'no memory pack'. INSP reports that green seal number on insight transport bag didn't match seal sheet line A.	9:23:38 AM	machine was replaced, inserted original mempack and this resolved issue.
	6:40:21 AM Technician Contacted: FT Henry contacted. ETA 10 min		
	6:47:49 AM FED Contacted: FED contacted and asked to assist with set-up and assess situation. ETA 5min.		
	6:59:32 AM Technician Contacted: FT On-site.		
	7:47:33 AM Technician Contacted: Replaced Insight		
	9:59:54 AM Insight Operations: insight not processing ballots. Inspector using auxiliary bin. Please send technician	10:23:08 AM	FT moved insight to a different outlet and resealed the mempack. This resolved the issue and it appears the original machine was ok the outlet is the problem. Voting Continues!
	10:04:21 AM Technician Contacted: FT contacted. ETA 10 minutes.		
	10:05:15 AM FED Contacted: FED contacted and asked to assess situation. ETA 15min.		
	10:13:49 AM Technician Contacted: FT arrived and is inspecting the outlet. This machine was replaced but it appears the issue is with the outlet instead.		
	10:21:51 AM Technician Contacted: FT moved insight to a different outlet and resealed the mempack. This resolved the issue and it appears the original machine was ok the outlet is the problem. Voting Continues!		

Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
Pet 1134	7:09:41 AM Edge Printer Paper Low: Inps. Says Edge machine printer says paper is low. Retry is showing under the words 7:14:04 AM FED Contacted FED contacted and asked to assist with troubleshooting ETA 15min. 7:23:42 AM Technician Contacted FT Michael contacted. ETA 10 min. 7:35:12 AM Technician Contacted FT arrived and is troubleshooting equipment. 7:44:26 AM Technician Contacted FT powered EDGE off and checked printer cable. After powering on, the issue was Time Resolved Resolution Comment 8:18:46 AM FED contacted has dropped off magnifying glass. Voting Continues	7:45:17 AM FT powered EDGE off and checked printer cable. After powering on, the issue was corrected. Issue resolved. Voting Continues	
Pet 1148	7:56:28 AM Other Staff Supplies: Inps says they do not have the magnifying sheet 8:05:46 AM FED Contacted: FED contact and asked to deliver magnifying glass. ETA 5min. 8:16:17 AM FED Contacted: FED contacted has dropped off magnifying glass. Voting Continues	Time Resolved Resolution Comment 8:18:46 AM FED contacted has dropped off magnifying glass. Voting Continues	
Pet 1149/1	6:00:26 AM Other Polling Place Issues: INSP needs one additional extension cord to set up PP. 6:05:24 AM District Driver Contacted: 6:30:47 AM < Other: See Comments > Ext cord set up	Time Resolved Resolution Comment 6:31:05 AM Ext cord set up	
Pet 1152/1	6:54:14 AM Edge Operations: they cannot open the Edge case. Is it possible to have FED come and help with setup? Ingsight is ready for voters. 6:58:45 AM Technician Contacted: FT Basil contacted. ETA 10 minutes. 7:05:17 AM FED Contacted: FED contacted and asked to assist with set-up. ETA 10min. 7:15:46 AM Technician Contacted: FT arrived and is troubleshooting equipment. 7:22:53 AM Technician Contacted: FT Basil arrived at location. 7:47:17 AM Technician Contacted: FT helped open Edge. Edge is up and operational. Issue resolved, voting continues 6:22:42 PM Dispatch Clerk: Dispatch PW to assist with closing. 6:24:48 PM Pollworker/Dispatch Clerk: dispatched	Time Resolved Resolution Comment 7:47:58 AM FT helped open Edge. Edge is up and operational. Issue resolved, voting continues	
Pet 7002	4:25:19 PM Dispatch Clerk: FED is dismissing clerk please send replacement. 4:32:17 PM Pollworker/Dispatch Clerk: dispatched	Time Resolved Resolution Comment 5:07:58 PM clerk has been dropped off	
Pet 7007/7	5:48:38 PM Other Staff Supplies: INSP needs more 1 Voted Stickers 5:55:21 PM FED Contacted: 1 Voted Stickers will be delivered. ETA 8 min. 6:41:20 PM FED Contacted: 1 voted stickers were delivered by FED.	Time Resolved Resolution Comment 6:41:41 PM 1 Voted Stickers will be delivered. ETA 8 min. 1 voted stickers were delivered by FED.	
Pet 7011/7	8:41:26 AM Other Polling Place Issues: FED reports recreation center wants them to move room. Please check ASAP 8:49:09 AM < Other: See Comments > Shelley is calling the director of the facility 8:52:22 AM District Driver Contacted: DL Bill Delany dispatched	Time Resolved Resolution Comment 9:41:15 AM Bill ved the voting area and it is ADA compliant	

Pet 7016/7	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	6:50:51 AM Inflight Operations: INSP says printer on Inflight Machine says Memory Card Invalid. Send Tech. INSP will use Aux Bin in the meantime. Voicing will begin at 7:00 am.	7:22:00 AM FT unplugged and re-plugged in night. Issue resolved. Voicing continues.
	7:08:14 AM Technician Contacted: Mark contacted. ETA 10 minutes.	
	7:16:19 AM Technician Contacted: FT on night evaluating situation.	
	7:21:10 AM Technician Contacted: FT unplugged and re-plugged in Inflight. Issue resolved. Voicing continues.	
Pet 7025	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	9:14:48 AM Inflight Tech: Inflight printer machine is broken. FED unable to troubleshoot. Please send a tech. Voicing continues through Aux Bin.	9:47:51 AM FT Mark said FED was there and was able to correct issue by re-aligning the paper in the printer. Voicing continues.
	9:24:07 AM Technician Contacted: ETA 10-15 minutes.	
	9:26:24 AM Technician Contacted: FT Mark said FED was there and was able to correct issue by re-aligning the paper in the printer. Voicing continues.	
Pet 7028/7	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	8:55:58 AM Dispatch Bilingual: insp could not find bilingual requirements sheet, so I am not sure if a Spanish bilingual clerk is needed. I referred Insp to Spanish line and he will use that if we do not send a Spanish speaker	11:34:17 AM clerk has been dropped off
	10:43:02 AM Polworker Dispatched: Spanish bilingual clerk dispatched.	
Pet 7038	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	7:43:53 AM Need Table, Chain, Booths. INSP reports the accessible voicing booth is broken. Voicing continues via insight.	8:26:51 AM DL switched out the booths
	8:02:18 AM Driver Dispatched:	
	8:26:46 AM < Other: See Comments > DL switched out the booths	
	7:55:36 AM Need Table, Chain, Booths: Handicapped booth is broken, cant set it up	8:26:38 AM DL switched out the booths
Pet 7045	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	8:02:00 AM Driver Dispatched:	
	8:26:14 AM < Other: See Comments > DL switched out the booths	
	6:23:59 PM Dispatch Clerk: Dispatch PW to assist with closing.	6:53:23 PM clerk has been dropped off
	6:35:00 PM Polworker Dispatched: clerk dispatched	
Pet 7045	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	5:57:17 AM Dispatch Inspector: INSP car broke down in Milbren, she can't get to PP can't deliver supplies BALLOTS ARE	6:58:49 AM insp arrived, ready to open
	5:59:48 AM Polworker Contacted: She is available at 6:59:48 if we need to contact her to arrange getting supplies. But they are in Milbren on the road side, her car is getting towed.	
	6:02:14 AM < Other: See Comments > Driver Dispatch will make a contact with a person to try to pick up the bags and bring to PP.	
	6:06:15 AM FED Contacted: FED is on her way to drop off Radar, Ballots and other supplies for opening.	
Pet 7045	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	6:11:39 AM Polworker Dispatched: Inspector dispatched or halset supplies.	
	6:14:51 AM Polworker Dispatched: Inspector dispatched or halset supplies.	
	6:32:51 AM Polworker Contacted: PW car fixed. She is heading to PP, should arrive by 6:50 with INSP bag.	
	6:58:23 AM Driver Dispatched: driver will bring back stand by map and fee bag	
Pet 7045	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	7:17:36 AM Follow-up: Voicing continues. INSP wants to know whether she should stay or go, since replacement INSP is also here.	7:27:55 AM
	7:28:05 AM Polworker Contacted: confirmed with Inspector to keep an extra person and put on the payroll.	

Pct 70497	Init, Call Time Problem Comments	Time Resolved	Resolution Comment
	6:43:23 AM Dispatch Bilingual: INSP hasn't called Spanish speaking clerk yet.	8:25:07 AM	clerk has been dropped off
	7:35:05 AM Polinorte Dispatched: Spanish bilingual clerk dispatched		
Pct 70547	Init, Call Time Problem Comments	Time Resolved	Resolution Comment
	6:02:55 AM Other Polling Place Issues: FED reports that equipment is in the gym and it should be in library. IBA 5 min.	6:48:54 AM	DL confirms that equipment is set up in library
	6:17:38 AM Driver Dispatched: DL to help move equipment		
	6:50:30 AM District Driver Contracted: DL still on their way		
	8:41:15 AM Other Polling Place Issues: INSP says School Best Harts Library claims there was miscommunication and that they need the voting room for a class. They want to move all PW's and equipment to the gym. They wait	9:08:35 AM	DL confirms moved to gym and is ADA compliant
	8:47:28 AM District Driver Contracted: DL dispatched to speak to Principal		
	8:48:52 AM Driver Dispatched:		
	8:52:04 AM Other Polling Place Issues: Principal Jean Dowed of the school called. Her number is 415 244 4548. When	9:08:01 AM	DL is moving the equipment with the poll workers
	8:56:37 AM District Driver Contracted: DL is just outside parking principal in a few minutes		
Pct 72087	Init, Call Time Problem Comments	Time Resolved	Resolution Comment
	6:13:17 AM Not Open / Locked: insp can conduct emergency voting if needed	6:19:47 AM	They are now inside polling place and setting up
	6:19:25 AM FED Contracted: District will unlock the site. ETA 10 min.		
	6:19:45 AM <Other, Saw Comments >		
	6:20:30 AM District Driver Contracted:		
Pct 73077	Init, Call Time Problem Comments	Time Resolved	Resolution Comment
	12:19:42 PM Electioneering / Observers: Voter complaint about woman electioneering within 100 feet of PP. Would not provide more information. Call PW/FED to check up	12:55:58 PM	
	12:24:37 PM FED Contracted: FED instructed to move 100 ft from PP. ETA 5 mins		
	12:54:59 PM FED Contracted: FED confirmed campaign has moved 100 feet from PP entrance. Voting Continues		
Pct 73057	Init, Call Time Problem Comments	Time Resolved	Resolution Comment
	2:40:34 PM Dispatch Clerk: FED reports that additional clerk is needed. Please dispatch clerk (to help current situation and missing staff)	3:07:21 PM	clerk has been dropped off
	2:46:57 PM Polinorte Dispatched: clerk dispatched		
Pct 73067	Init, Call Time Problem Comments	Time Resolved	Resolution Comment
	1:12:06 PM Other Polling Place Issues: Voter called saying this PP is closed. She has been redirected to 7112. Contact PW/FED/DDL to inquire about signage.	1:33:35 PM	DL has placed additional signage in the hallway of the school at 940 Filbert. The polling place was never closed. DL confirmed that change sign is still hung at the old location.
	1:16:34 PM District Driver Contracted: DL dispatched to make sure the change sign is still hung at the old location 2245 Jones St. This school has moved.		
	1:32:18 PM District Driver Contracted: DL has placed additional signage in the hallway of the school at 940 Filbert. The polling place was never closed.		
Pct 7309	Init, Call Time Problem Comments	Time Resolved	Resolution Comment
	7:09:10 AM Inight Seal: Memory pack down - Yellow Seal is Broken. INSP replaced yellow seal per Director	7:20:41 AM	INSP replaced yellow seal per Director
	7:13:07 AM FED Contracted per Director, seal has been replaced. Voting Continues.		

Pet 7313/7	7:21:25 AM	Insight Operations: According to INSP ballots keep jamming and Insight Machine is not working properly. INSP has been processing voters at Provisional. Instructed INSP to open Aus Bin and to stop processing voters at Provisional. Sent FED to check on situation.	7:47:04 AM	FT & FED resolved issue by re-sealing memory pack. Voting continues.
	7:28:54 AM	FED Connected: FED 9 min		
	7:38:53 AM	Technician Connected: FT Dennis on-site & assisting FED with resolving ballot jam.		
	7:43:26 AM	Technician Connected:		
Pet 7313/7	7:44:15 AM	Technician Connected: FT & FED resolved issue by re-sealing memory pack. Voting continues.		
		Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	9:16:48 AM	Polivoter Issue: Voter advised Collinger (Prop C) that he witnessed PWs telling other voters how and where to mark their ballot with finger pointing to specific areas to mark.	9:29:11 AM	Experienced Inspector reports that a voter asked for assistance in marking the ballot and bilingual pws were reading ballot to voter.
	9:27:16 AM	Polivoter Connected: Experienced Inspector reports that a voter asked for assistance in marking the ballot and bilingual pws were reading ballot to voter.		
Pet 7313/7		Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	12:10:42 PM	Other Polling Place Issues: Voter who uses wheelchair says this PP is inaccessible to her. This PP is not listed as inaccessible. Voter Support re-directed her to 7318	12:36:31 PM	DL has propped open the ADA gate open and signs are directing voters to that gate
	12:15:41 PM	District Driver Connected: DL dispatched to make sure ADA path of travel is open and being used		
	11:24:23 AM	Need Table, Chairs, Booths: FED reports that the accessible voting booth is damaged and not working properly. Suggest a fix or replacement. In addition, light is out on the standing booth. Voting continues. Stand district heads for assistance.	11:35:45 AM	DL at the site and replacing the lights and booth
Pet 7321/7	11:34:32 AM	District Driver Connected: DL dispatched		
		Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	12:06:58 PM	Other Polling Place Issues: Voter complaint about access. Front door of PP has sign saying "Due to safety of voters this building will not be open" but there are no directions to correct door. Voter also states that PWs cannot get in building.	1:09:28 PM	Extra poll worker arrived to ensure voters are able to use accessible entrance.
	12:18:48 PM	District Driver Connected: DL dispatched to make sure the City driver entrance to the school yard is being used as the main entrance for voters		
Pet 7329/7	12:34:00 PM	< Other: See Comments > Extra PW requested to monitor entrance		
	12:39:45 PM	< Other: See Comments > PW arrived and will ensure voters are able to use accessible entrance		
	1:07:00 PM	District Driver Connected: DL left an extra chair and explained to the inspector that an extra poll worker will be dispatched to monitor the gate and open for voters	12:37:07 PM	clerk has been dropped off
	12:34:28 PM	Dispatch Clerk: Please dispatch additional Clerk to be station near gate/entrance to ensure accessibility. DL will		
Pet 7329/7	12:39:07 PM	Polivoter Dispatched: clerk dispatched		
		Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:14:20 AM	Need Table, Chairs, Booths: INSP needs one additional chair at PP.	7:47:39 AM	DL delivered chair
	7:14:00 AM	District Driver Connected: DL dispatched		
Pet 7333	7:46:57 AM	< Other: See Comments > DL delivered chair		
		Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	12:17:57 PM	Bleeding/Injury/ Observers: INSP called Voter Assistance line: There is a woman with a Yes on B sign about 10 feet from PP entrance. INSP has already asked her to move 100 feet away.	12:32:20 PM	
	12:21:39 PM	FED Connected: FED instructed to assess the situation. Will ask Campaign to move 100 feet away. ETA 5 mins.		
Pet 7333	12:31:44 PM	FED Connected: FED confirmed campaign has moved. Voting continues.		

Pet 73397	Init. Call Time Problem Comments 1:00:39 PM Pollocker Issue: According to INSP, adult clerk Lauren Coleman went home. She was having seizures. A new clerk was already dispatched. Voling continues. 1:13:31 PM FED Contacted New clerk dispatched and arrived. Voling continues	Time Resolved 1:16:14 PM	Resolution Comment
Pet 75077	Init. Call Time Problem Comments 5:31:18 AM Dispatch Inspector: INSP cancelled overnight. Ballon promised to be delivered to PP by cancelling INSP. 5:40:02 AM FED Contacted: FED will drop off ballots there first. ETA 10 mins. Will confirm when done 5:39:48 AM Pollocker Dispatched: map has been detached 6:43:53 PM Dispatch Clerk: FED requested adult clerk because there is just an inspector and 2 students. Please dispatch an adult clerk. 7:07:20 PM Pollocker Dispatched: clerk dispatched	Time Resolved 6:12:18 AM	Resolution Comment clerk has been dropped off clerk k has been dropped off
Pet 75137	Init. Call Time Problem Comments 10:09:47 AM Need Bell Sign: FED reported that a large vote here sign is needed. Please send one out to pp 10:14:48 AM Driver Dispatched	Time Resolved 10:42:04 AM	Resolution Comment DL confirmed delivery
Pet 75157	Init. Call Time Problem Comments 6:25:51 AM Not Open / Locked: PP phone numbers is incorrect 6:28:34 AM FED Contacted: FED is going to check it out. ETA 5 mins 6:36:29 AM FED Contacted: FED contacted and will have PW start emergency voting set up 6:38:35 AM FED Contacted: FED is at pct. Still not open, but FED will assist in setting up emergency voting 6:38:36 AM District Driver Contacted: DL dispatched 6:45:06 AM < Other: See Comments >: Spoie with Inspector, front door is open but the gate is locked 6:55:06 AM District Driver Contacted: DL is still there trouble shooting - Key is stuck in the door. Bill is calling the PPO 6:56:37 AM < Other: See Comments >: PP contact is sending someone over to help 7:05:07 AM FED Contacted: Spoie with FED, emergency voting is set up outside. Team is ready to greet voters 7:06:50 AM FED Contacted: FED reports PP has been unlocked. Voling continues. 6:22:45 PM Dispatch Clerk: FED is requesting additional clerk for closing. Please dispatch. 6:26:37 PM Pollocker Dispatched: clerk dispatched	Time Resolved 7:07:12 AM	Resolution Comment FED reports PP has been unlocked. Voling continues.
Pet 75187	Init. Call Time Problem Comments 8:02:04 AM Edge Card Activator Operations: INSP reports that Edge Card Activator is broken and won't turn on. Please send new card activator. 8:20:13 AM Technician Contacted: FT Justin contacted. ETA 15 min. 8:34:45 AM FED Contacted: FED reported card activator is working. Voling continues 8:38:05 AM Technician Contacted: FT Justin arrived and is double checking card activator. 5:23:01 PM Other Polling Place Issue: INSP needs an additional 6 ft extension cord AND a 3 prong converter for machine because one of the outlets apparently lost power. 5:28:24 PM District Driver Contacted: DL dispatched	Time Resolved 8:35:05 AM	Resolution Comment FED reported card activator is working. Voling continues. DL confirmed cords delivered

Pet 7531/7	Init Call Time Problem Comments	Time Resolved	Resolution Comment
	8:54:12 AM Pollworker Issues: Voter complaint that PW Associates at Obama button. Explained that electioneering is limited to 15 min on this ballot. Saw she went to a SPS.	10:31:38 AM	FED reports all is OK at the pct. Voting continues.
	9:16:15 AM FED Confirmed: FED is going to get to check out situation. ETA 5 mins. 10:31:22 AM FED Confirmed: FED reports all is OK at the pct. Voting continues.		
Pet 7534	Init Call Time Problem Comments	Time Resolved	Resolution Comment
	5:46:26 PM Edge Audio: Pet INSP: Edge seven says Audio Voting Enabled, but voter still cannot hear the ballot. Send new head set to voter and check on procedures.	7:17:51 PM	FED reported that voter is voting.
	5:55:38 PM FED Confirmed: FED is on the way. ETA 5 mins. 6:11:45 PM Technician Confirmed: FT Chuck contacted. Trying to reprogram the card again. Will call me back with an update. 6:24:58 PM Technician Confirmed: FT Chuck contacted. ETA 15 min. 6:41:33 PM Technician Confirmed: FT is on-site and investigating issue. He will try a new set of headphones. 7:08:48 PM Technician Confirmed: FT checked connectors to the audio box and is unsuccessful. Tuan is heading to the polling place to assist. ETA 10 min. 7:17:33 PM FED Confirmed: FED reported that voter is voting		
Pet 7529/7	Init Call Time Problem Comments	Time Resolved	Resolution Comment
	6:31:39 PM Dispatch Clerk: FED is requesting additional clerk for closing. Please send clerk. 6:29:42 PM Pollworker Dispatched: clerk dispatched.	6:39:12 PM	clerk has been dropped off
	6:36:52 PM Dispatch Clerk: FED requested additional pw for closing. Please dispatch.	7:27:00 PM	clerk has been dropped off
Pet 7536/7	Init Call Time Problem Comments	Time Resolved	Resolution Comment
	6:58:14 PM Pollworker Dispatched: clerk dispatched		
	10:31:15 AM Dispatch Clerk: INSP reports that Clerk Tim Connor needs to leave. Please dispatch new clerk.	11:11:51 AM	clerk has been dropped off
Pet 7539/7	Init Call Time Problem Comments	Time Resolved	Resolution Comment
	10:28:47 AM Pollworker Dispatched: clerk dispatched		
	7:12:49 PM Other Polling Place Issues: Voter called about Change of PF Sign at 302 Scott, says it listed new PF as 1198 7:24:23 PM Driver Dispatched: Page not 628 Haight. 7:27:59 PM District Driver Confirmed: DL dispatched - We believe sign should be placed at 305 Scott St - DL will report back	7:32:37 PM	DL confirmed - Change of polling place sign for pet 7536/7537 is hung on 305 Scott directing voters to 1168 Page St is correct.
Pet 7543/7	Init Call Time Problem Comments	Time Resolved	Resolution Comment
	6:39:29 AM Dispatch Clerk: hup. Fresh he needs a third clerk but will continue without the third clerk but think things will work better with a third clerk. 7:20:43 AM Pollworker Dispatched: clerk dispatched	7:38:43 AM	clerk has been dropped off
	9:30:13 AM Insight Type: FED reports that the INSIGHT machine has a tape problem that cannot be solved with troubleshooting guide. Please send a tech. Voting continues through Aux. Bin. 9:35:50 AM Technician Confirmed: FT Ty contacted. Still in traffic. ETA 5 min. 9:52:42 AM Technician Confirmed: FT Ty contacted. ETA 15 min. 10:00:28 AM Technician Confirmed: FT Ty arrived and is troubleshooting equipment. 10:03:11 AM Technician Confirmed: FT Ty reports that the pollworkers we're expecting the insight to print for all votes. FT will remain at location until another voter arrives to cast vote 10:14:13 AM Technician Confirmed: FT observed voter ballot inserted by voter. Insight tabulator functioning. Issue Resolved. Voting Resumes.	10:14:01 AM	FT observed voter ballot inserted by voter. Insight tabulator functioning. Issue Resolved. Voting Resumes.

Pct 7548/7	Init Call Time Problem Comments 6:49:22 AM Edge Printer Paper Low: According to INSP Edge screen says Edge Printer Paper Low. Need new Edge Printer. 6:56:38 AM Technician Contacted FT Joseph contacted. ETA 10 min. 7:05:10 AM Technician Contacted FT arrived and is inspecting equipment. 7:09:09 AM Technician Contacted FT states that the printer was working when he arrived. The Edge was power cycled before he got there. Issue Resolved. Voting Continues.	Time Resolved 7:11:15 AM Resolution Comment FT states that the printer was working when he arrived. The Edge was power cycled before he got there. Issue Resolved. Voting Continues.
Pct 7552	Init Call Time Problem Comments 6:09:22 AM Other Polling Place Issues: Gauge very dark. Need more lights. Need 25 ft power cord 6:32:53 AM FED Contacted: FED instructed to drop off supplies. Lights will not be rechecked until later today. 6:31:38 PM Dispatch Clerk: FED reports a clerk needed at this PP to assist with closing. 6:40:29 PM Pollworker Dispatched: clerk dispatched.	Time Resolved 6:33:31 AM Resolution Comment 7:09:29 PM clerk has been dropped off
Pct 7554/7	Init Call Time Problem Comments 5:39:36 AM Dispatch Clerk: According to INSP, Clerk Christopher Walker at PCT 7554 will not be showing up due to the flu. Dispatch new PW. No specific language needed 6:02:17 AM Pollworker Dispatched: clerk dispatched 6:42:09 AM Priority Dispatch Bilingual: Chinese speaking student is not at PP, no other PW speaks Chinese. 7:36:13 AM Pollworker Dispatched: Chinese bilingual clerk dispatched.	Time Resolved 6:23:11 AM insp has been dropped off 8:00:17 AM clerk has been dropped off
Pct 7613/7	Init Call Time Problem Comments 5:30:38 PM Insight Operations: FED reports insight message on tape says Polls Closed. LED on insight says 62 and Ready, but when a ballot is inserted it prints the polls closed message and cannot read ballot 5:35:50 PM Technician Contacted: FT Justin contacted. ETA 15 min. 5:44:49 PM Technician Contacted: FT arrived and is troubleshooting equipment. 5:48:51 PM Technician Contacted: FT worked with FED to open polls. Walked FED through opening polls with access code on the insight. Issue resolved. Voting continues. 5:51:34 PM FED Contacted:	Time Resolved 5:51:10 PM FT worked with FED to open polls. Walked FED through opening polls with access code on the insight. Issue resolved. Voting continues.
Pct 7608/7	Init Call Time Problem Comments 8:54:23 AM Need Lights: FED reports that voting booth is missing lights. Please send 2 voting booths. 9:03:29 AM Driver Dispatched:	Time Resolved 10:28:44 AM DL confirms light delivered
Pct 7612/7	Init Call Time Problem Comments 2:01:51 PM Edge Printer Operations: FT Justin reported during routine visit, Edge was stuck and displayed "Printing zero report" 2:05:38 PM Technician Contacted: FT Justin checked printer cable and power cable. LED on printer was flashing. Approved per Tuan to swap VVPA7	Time Resolved 2:09:41 PM FT Justin checked printer cable and power cable. LED on printer was flashing. Approved per Tuan to swap VVPA7
Pct 7613/7	Init Call Time Problem Comments 7:01:57 AM Dispatch Clerk: Adeline was sent home due to bleeding. INSP requests strong clerk because she needs help with lifting. 7:25:27 AM Pollworker Dispatched: clerk dispatched 8:48:42 AM Need Lights: FED reports that there are 2 voting booth lights missing. Please send over more light bulbs for the voting booths. 9:08:34 AM Driver Dispatched:	Time Resolved 8:05:45 AM clerk has been dropped off 10:41:05 AM DL confirmed delivery

Pet 7615/7	Init. Call Time	Problem Comments	Time Resolved		Resolution Comment
	8:44:03 AM	Dispatch Clerk: INSP reports that Clerk Koi-Sing Lee has been sleeping at Election Table for 1.5 hours. She is not responding to questions, and is unresponsive to requests for replacement clerk.	9:04:45 AM	clerk has been dropped off	
	8:51:24 AM	Polliworker Dispatched: clerk dispatched.			
	11:42:51 AM	Edge Operations: INSP needs assistance with Edge machine. Dispatch tech awp.	12:00:32 PM	FED reports Edge machine is operating properly and voting continues	
	11:46:30 AM	Technician Contacted: FT Justin contacted. ETA 10 min.			
	11:47:48 AM	FED Contacted: FED will also go to check it out. ETA 10 mins			
	11:58:54 AM	Technician Contacted: FT Justin arrived and is troubleshooting equipment.			
	12:00:00 PM	FED Contacted: FED reports Edge machine is operating properly and voting continues.			
	12:00:38 PM	< Other: See Comments > Mayor's Office on Disability called Jennifer Novak to report voter contacted their office regarding this issue.			
	12:04:18 PM	Technician Contacted: FT reports that the card activator was power cycled and now the issue is corrected. Issue resolved. Voting Continues			
	12:05:20 PM	< Other: See Comments > Jennifer Novak contact Mike with Mayor's Office on Disability to let him know that Card Activator was turned off and on and is now functioning properly.			
Pet 7621	Init. Call Time	Problem Comments	Time Resolved		Resolution Comment
	5:31:00 AM	Dispatch Clerk: INSP reports that student clerk is unable to attend the election and requests a new clerk	6:42:31 AM	clerk has been dropped off	
	6:16:20 AM	Polliworker Dispatched: clerk dispatched			
Pet 7628	Init. Call Time	Problem Comments	Time Resolved		Resolution Comment
	6:18:38 AM	Not Open / Locked: There is a person there who has keys but won't open the PP because he hasn't been assigned to do so by building supervisor. INSP is trying to convince this person to open PP while waiting for building supervisor.	6:43:05 AM	Polling Place open	
	6:31:53 AM	FED Contacted: FED is on the way there. ETA 5 mins.			
	6:34:20 AM	Dispatch Driver Contacted: DL dispatched			
	6:42:52 AM	< Other: See Comments > Polling Place open			
	6:49:49 AM	< Other: See Comments >			
Pet 7634	Init. Call Time	Problem Comments	Time Resolved		Resolution Comment
	4:59:23 PM	Dispatch Clerk: PW is sick and left. Send adult clerk for closing.	5:17:17 PM	clerk has been dropped off	
	5:03:22 PM	Polliworker Dispatched: clerk dispatched			
	5:25:53 PM	Dispatch Clerk: Clerk doesn't feel well and is going home. Please send clerk to help with closing	5:32:00 PM	Driver dropped off pw at precinct	
	5:30:46 PM	Polliworker Dispatched:			
	5:31:42 PM	< Other: See Comments > Driver dropped off pw at precinct.			
Pet 7638	Init. Call Time	Problem Comments	Time Resolved		Resolution Comment
	6:27:42 AM	Dispatch Clerk: One of the clerks has not arrived	7:27:28 AM	clerk has been dropped off	
	7:16:07 AM	Polliworker Dispatched: clerk dispatched			
Pet 7641	Init. Call Time	Problem Comments	Time Resolved		Resolution Comment
	6:58:21 PM	Other Polling Place Issues: Voter reports that the PP entrance is locked. Please contact PWs.	7:15:49 PM	DL confirms voting continues	
	6:59:57 PM	< Other: See Comments > Voter went to 7842 to vote PV.			
	7:02:54 PM	Dispatch Driver Contacted: DL dispatched			
	7:21:19 PM	< Other: See Comments >			

Pc1 7643	Init, Call Time Problem Comments 10:11:41 AM Poliworke Issue: Voter emailed complaint that PP was not open at 7:25 this morning. Voter Support will follow up with voter. 10:37:10 AM FED Contacted: FED was contacted, says precinct was opened as specified.	Time Resolved 10:41:44 AM	Resolution Comment PP was open exactly at 7am
Pc1 7644	Init, Call Time Problem Comments 7:45:19 AM Dispatch Bilingual: INSP reports that only himself and one student clerk - Rsa Francisco - are at the polling place. INSP needs one Spanish-speaking and one adult clerk. 7:51:17 AM Poliworke Dispatched: Spanish bilingual clerk dispatched.	Time Resolved 8:15:36 AM	Resolution Comment clerk has been dropped off.
Pc1 7706	Init, Call Time Problem Comments 11:00:30 AM Need Poll Signs: Poll doesn't have Vote here sign. 11:07:04 AM District Driver Contacted: DL dispatched	Time Resolved 12:40:58 PM	Resolution Comment DL confirms a sign is outside
Pc1 7707	Init, Call Time Problem Comments 6:28:12 PM Dispatch Clerk: Dispatch PW to assist with closing 6:37:18 PM Poliworke Dispatched: clerk dispatched.	Time Resolved 7:24:02 PM	Resolution Comment clerk has been dropped off
Pc1 7802	Init, Call Time Problem Comments 6:00:32 AM Dispatch Clerk: 6:18:38 AM Poliworke Dispatched: clerk dispatched. 11:59:01 AM Dispatch Clerk: they are fine now but will need an adult for closing. The adult clerk left around 8:15 12:35:48 PM Poliworke Dispatched: clerk dispatched	Time Resolved 7:16:47 AM Time Resolved 12:57:24 PM	Resolution Comment clerk has been dropped off clerk has been dropped off
Pc1 7805/7	Init, Call Time Problem Comments 8:15:54 AM Need Poll Signs: FED reports additional signage is needed. At least 2 signs. Also, the elevator and automatic doors are not working or are not turned on. 8:19:39 AM District Driver Contacted: DL dispatched - signage needs to point to correct path of travel. Elevator not needed for ADA path of travel	Time Resolved 8:56:46 AM	Resolution Comment Signs are in place on the accessible path of travel
Pc1 7824/7	Init, Call Time Problem Comments 7:52:00 AM Dispatch Clerk: 1 Clerk was dismissed by the FED because he had a bad luck. Please dispatch PW if available. 7:54:29 AM Poliworke Dispatched: clerk dispatched 7:06:37 PM Dispatch Clerk: The FED called in to require an extra pw to help with closing since one clerk doesn't speak English and couldn't understand the closing procedure. 7:19:20 PM Poliworke Dispatched: clerk dispatched	Time Resolved 8:14:59 AM Time Resolved 7:34:57 PM	Resolution Comment clerk has been dropped off clerk has been dropped off
Pc1 7831	Init, Call Time Problem Comments 5:51:32 AM Dispatch Inspector: They're sick. He will open PP but needs to be replaced immediately. Says he can wait until new Insp. Arrives. 6:05:01 AM Poliworke Dispatched: Inspector dispatched	Time Resolved 6:22:24 AM	Resolution Comment Insp had been dropped off

Pet 7832	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	6:49:38 AM Inflight Taps: Says printer paper is out	7:31:30 AM FT adjusted paper and corrected issue. Issue resolved. Voting continues.
	6:53:42 AM Pollworker Contacted: paper is there but not feeding properly - voting continues through aux bin. Please send tech.	
	7:02:15 AM Technician Contacted: FT David contacted. ETA 10 min.	
	7:30:38 AM Technician Contacted: FT arrived and is troubleshooting equipment.	
Pet 7833	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	9:06:58 PM Other Polling Place Issues: Inspector reports they are waiting for someone to lock PP	9:12:09 PM DL is on his way to lock the pp.
	9:11:55 PM < Other: See Comments > DL is on his way to lock the pp.	
	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	7:15:04 AM Inflight Operations: pw hit wrong button and may have closed polls, pls send tech	7:45:47 AM FT just pushed button to continue printing zero report. Issue resolved. Voting continues
Pet 7835	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	7:16:16 AM FED Contacted: FED instructed to assess situation. ETA 5 mins.	
	7:24:48 AM Technician Contacted: FT Gary contacted. ETA 10-15 minutes.	
	7:34:07 AM Technician Contacted: FT arrived at location.	
	7:45:12 AM Technician Contacted: FT just pushed button to continue printing zero report. Issue resolved. Voting continues.	
Pet 7836	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	5:59:55 AM Inflight Operations: Went through troubleshooting guide with PW. Unable to troubleshoot further on the phone.	6:49:55 AM FT reported resetted mem pack. Issue resolved. Voting continues
	6:09:38 AM Technician Contacted: FT Gary contacted. ETA 15 minutes.	
	6:32:18 AM Technician Contacted: FT on sight. Evaluating incident.	
	6:48:27 AM Technician Contacted: FT reported resetted mem pack. Issue resolved. Voting continues.	
Pet 7838	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	6:45:53 PM Dispatch Clerk: FED reports PP may need help with closing procedures. Please send clerk.	7:46:36 PM clerk k has been dropped off
	7:32:27 PM Pollworker Dispatched: clerk dispatched	
Pet 7844/7	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	2:31:03 PM Other Staff Supplier: INSP requests additional voter information pamphlets	4:01:03 PM FED on way to precinct. FED has delivered VIP's. Voting continues
	2:57:17 PM FED Contacted: FED on way to precinct.	
	4:00:13 PM FED Contacted: FED has delivered VIP's. Voting continues.	
Pet 7849	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	3:46:23 PM Dispatch Clerk: FED reports INSP will be the only adult at closing. Clerk may have to leave prior to closing due to illness. Please dispatch clerk.	4:13:03 PM clerk has been dropped off
	3:51:05 PM Pollworker Dispatched: clerk dispatched	
Pet 7852/7	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	7:42:44 AM Other Polling Place Issues: INSP says need one additional extension cord in order to plug in the Edge Machine.	9:01:36 AM
	8:05:25 AM District Driver Contacted: DL dispatched	
	9:01:04 AM FED Contacted: FED dropped off power cord. Voting continues.	

6:37:57 PM Dispatch Clerk: FED reports this PP may need help with closing procedures, specifically picking up the voting equipment. Please dispatch clerk.		8:09:52 PM	clerk has been dropped off
7:31:07 PM Pollworker Dispatched: clerk dispatched			
Pt4 7853	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	5:08:20 PM Other Polling Place Issues: PP neighbors called. They live next door to 829 Duncan and are disabled. Voters park in front of driveway and block their exit. Mr. Bozco asked PPO to vacate his own driveway for voters and independent interest.	5:40:00 PM	DL confirmed he found the sign in the polling place and placed it in the driveway. No car are blocking driveway.
	5:17:12 PM District Driver Contacted: DL dispatched - polling place should have a special come sign saying "Do not park or block driveway" and are instructed to be placed in front of the driveway at 829 Duncan.		
	5:39:58 PM District Driver Contacted		
Pt4 7863	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	7:14:44 AM Other Soft Supplies: Street Index is missing a page. Please send new table and posted street indexes to PP.	7:35:28 AM	
	7:34:50 AM FED Contacted: FED is taking secondary street index to pp. ETA 5 minutes		
Pt4 7867/7	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	11:26:40 AM Need Poll Sign: FED reports this PP didn't receive "Polling Place Vote Here" sign for outside. Please deliver one. Voting continues.	12:14:25 PM	DL reports flag sign delivered
	11:41:02 AM District Driver Contacted: DL dispatched		
	12:13:57 PM < Other: See Comments > DL reports flag sign delivered		
Pt4 7871	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:29:51 PM Dispatch Clerk: Dispatch PW to assist with closing.	7:13:37 PM	clerk has been dropped off
	6:38:29 PM Pollworker Dispatched: clerk dispatched		
Pt4 7874	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:28:12 AM Insight Operations: Trip called set up insight and error message saying invalid pack called tech.	7:03:37 AM	FT Leslie just plugged in the insight. Issue resolved. Voting continues.
	6:45:23 AM Technician Contacted: FT Basil contacted. ETA 10 minutes.		
	6:50:13 AM Technician Contacted: FT Leslie contacted since precinct is in his area. ETA 10 minutes.		
	7:02:29 AM Technician Contacted: FT Leslie just plugged in the insight. Issue resolved. Voting continues.		
Pt4 7875	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:33:29 AM Need Table, Chairs, Booths: Innp called needs extension cords (3) also need table or Edge Machine.	8:26:30 AM	DL confirms the Edge machine was set up on legs and the DL used the ext cord and adapter from red box to plug it in.
	6:57:29 AM District Driver Contacted:		
	8:05:19 AM Driver Dispatched:		
Pt4 7909/7	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:59:10 AM Other Polling Place Issues: INSP can't find any outlets. Need extension cord. Send FED. Voting continues via	7:39:55 AM	DL delivered ext cord
	7:02:31 AM Driver Dispatched:		
	7:33:33 AM FED Contacted:		

Pet 7916	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	5:04:00 PM Provisional Envelopes: INSP needs more PVE. Due to complications she is getting a lot of voters from other precincts, many of which do not want to go to their home polling places. Voting continues.	5:52:58 PM
	5:10:59 PM FED Contacted: FED contacted and asked to deliver provisional envelopes and review procedures with PWs. ETA Min.	
	5:44:40 PM FED Contacted: Left FED a message to call back the election center to follow up on delivery of provisional envelopes.	
	5:57:16 PM FED Contacted: Envelopes were delivered by FED.	
Pet 7922/7	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	5:38:24 PM Dispatch Clerk: FED reports no adult clerk, please dispatch one adult clerk to help in closing.	5:57:02 PM clerk has been dropped off.
	5:31:51 PM Pollworker Dispatched: clerk dispatched	
	6:35:01 PM Dispatch Clerk: No adult clerk at precinct, please dispatch clerk to help with closing.	7:30:57 PM clerk has been dropped off
Pet 7936	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	6:46:09 PM Pollworker Dispatched: clerk dispatched	
	1:04:26 PM Edge Printer Seal: Printer - Red Seal is Broken.	
Pet 7937/7	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	1:17:18 PM FED Contacted: Per director FED replaced seal.	1:17:01 PM Per director FED replaced seal
	6:07:16 PM Bright Operator: bright machine is blocked by small piece of paper on right side where ballot is inserted	6:34:40 PM FT Rick cleared out piece of paper and have read in ballots successfully. Issue resolved. Voting continues.
	6:12:28 PM Technician Contacted: FT Rick contacted. ETA 10 minutes.	
Pet 7929	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	6:24:54 PM Technician Contacted: FT Rick arrived at precinct.	
	6:33:33 PM Technician Contacted: FT Rick cleared out piece of paper and have read in ballots successfully. Issue resolved. Voting continues.	
	6:57:23 PM Dispatch Clerk: FED requires adult clerk at problematic precinct.	7:40:09 PM clerk has been dropped off
	7:16:51 PM Pollworker Dispatched: clerk dispatched	
Pet 7931	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	6:36:57 AM Other Polling Place Issues: Need port-a-potty.	7:48:41 AM Vendor confirm that port-a-potty has just been dropped off
	6:47:12 AM < Other: Site Comments > Contacted vendor - his will dispatch a port-a-potty. DL will drive PW to nearest facility with restroom if needed	
	7:47:53 AM < Other: Site Comments > Vendor confirm that port-a-potty has just been dropped off	
Pet 7937	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	6:57:02 AM Dispatch Clerk: Need adult clerk for closing	7:57:09 AM clerk has been dropped off
	7:38:18 AM Pollworker Dispatched: clerk dispatched	
Pet 7937	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	7:33:20 AM Edge Printer Paper Low: According to INSP, Edge screen says Printer Paper Low. Replaces Printer.	7:56:59 AM FT recycled power and fixed the problem. Issue resolved. Voting continues.
	7:40:03 AM FED Contacted: FED is going to contact INSP. He will call back.	
	7:42:40 AM Technician Contacted: FT Leslie contacted. FT is arriving at PCT	
	7:56:10 AM Technician Contacted: FT recycled power and fixed the problem. Issue resolved. Voting continues.	

Pct 7942	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	11:17:51 AM	Dispatch Clerk: FED reports that INSP is worried about closing because he only has 3 students. Voting continues	12:01:07 PM	clerk has been dropped off
	11:30:27 AM	Pollworker Dispatched: clerk dispatched		
Pct 7944/7	6:35:37 PM	Dispatch Clerk: Problematic precinct. Please dispatch an adult clerk.	7:54:33 PM	clerk has been dropped off
	6:59:30 PM	Pollworker Dispatched: clerk dispatched		
	8:49:49 AM	Edge Printer Seal: Printer - Red Seal is Broken, (pw accidentally broke seal) FED should replace red seal, per Director and INSP will call back with new red seal number. - 239483	9:18:13 AM	FED replaced seal. Voting continues.
Pct 7945	8:58:00 AM	FED Contacted: FED is going to PP to replace seal. ETA 5 minutes. Voting continues		
	9:05:56 AM	FED Contacted: FED replaced seal. Voting continues.		
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
Pct 7946/7	6:37:36 AM	Dispatch Bilingual: According to INSP bilingual form requires that PP has Spanish speaking Clerk. PP does not have Spanish speaking Clerk. Please dispatch.	8:18:49 AM	
	7:19:03 AM	Pollworker Dispatched: Spanish bilingual clerk dispatched.		
	8:19:29 AM	Pollworker Contacted: Poll worker arrived		
Pct 9107/9	6:35:55 AM	Dispatch Inspector.	7:00:48 AM	ins w supply bag has been dropped off
	6:37:12 AM	FED Contacted: FED contacted and asked to deliver materials and assist with set-up. ETA 10min.		
	6:37:46 AM	Pollworker Dispatched: Inspector dispatched w/ build supplies		
Pct 9107/9	6:38:54 AM	< Other: See Comments > Spoke with original inspector: will drop the bag in 20 min.		
	9:27:32 PM	Other Polling Place Issues: INSP reports they can't lock up without a key. Replacement inspector isn't sure if there is a key anywhere.	9:29:46 PM	Inspector called and said janitor had locked the place. No need to send assistance.
	9:29:25 PM	< Other: See Comments > Inspector called and said janitor had locked the place. No need to send assistance.		
Pct 9107/9	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	6:56:23 AM	Dispatch Clerk: Insp. Will continue but feels spanish speaking clerk is needed in a PP.	7:56:39 AM	clerk has been dropped off.
	7:29:32 AM	Pollworker Dispatched: clerk dispatched		
Pct 9109/9	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	9:29:21 AM	Pollworker Issue: Voter complaint about pollworker not being engaged and helpful, not explaining procedures	10:30:25 AM	FED went to precinct and observed pw working. Every pw was doing their job and were being very considerate to voters.
	9:43:54 AM	FED Contacted: FED instructed to observe PW. ETA 15 mins. Voting continues.		
Pct 9114/9	10:28:18 AM	FED Contacted: FED went to precinct and observed pw working. Every pw was doing their job and were being very considerate to voters		
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	6:04:32 AM	Net Open / Locked: PWs cannot get in PP	6:36:44 AM	polling place open
Pct 9114/9	6:14:20 AM	< Other: See Comments > Call SEPL emergency contact - he will contact custodian		
	6:34:36 AM	< Other: See Comments > Custodian on his way		
	6:36:27 AM	< Other: See Comments > polling place open		

Pet 9125	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	7:00:09 AM	Edge Operations: Edge Machine is missing power cord.	7:32:46 AM	FED not necessary.
	7:11:22 AM	Driver Dispatched: Driver dispatched to deliver Edge cord. FED is not necessary.		
Pet 9134	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	8:09:22 AM	Polworker Contacted: Cord delivered, Edge set up.		
	8:21:01 PM	Polworker Issues: Voter emailed complaint that polling place was closed when she visited. She did not provide time of visit. Please call PW/FED to the location.	8:56:07 PM	FED went to precinct and found out entrance was on Collins corner Azua
Pet 9208	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	8:43:31 PM	Polworker Contacted: PW reports that the large vote here sign fell down and voter did not notice the smaller directional signs pointing to the precinct. PWs notified sign.		
	8:46:01 PM	FED Contacted: FED went to precinct and entrance was actually on Collins. I called voter and she voted provisionally at another precinct since she said she drove all around and couldn't find precinct.		
Pet 9209/9	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	2:36:37 PM	Dispatch Clerk: FED reports that after observation, the suggest additional clerk to be dispatched to assist poll closing. Please dispatch an adult clerk.	3:08:05 PM	clerk has been dropped off
	2:45:33 PM	Polworker Dispatched: clerk dispatched.		
Pet 9212/9	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	5:56:40 AM	Dispatch Clerk: clerk same emailed		
	6:17:41 AM	Polworker Dispatched: clerk dispatched	6:43:35 AM	clerk has been dropped off
Pet 9213	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	11:30:09 AM	Need Poll Signer: PW says they do not have large "polling place vote here" sign. They have posted the other	12:10:54 PM	DR delivered a flag sign and had staff move their car from blocking the ADA ramp
	11:38:49 AM	Driver Dispatched: Driver dispatched to deliver sign. Sign need a larger one.		
Pet 9215	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	6:55:29 AM	Dispatch Clerk: INSP reports that clerk Kevin Phillips is AWOL, and that he needs a new clerk.	8:05:02 AM	clerk has been dropped off
	7:27:39 AM	Polworker Dispatched: clerk dispatched		
Pet 9219/9	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	9:23:22 AM	Dispatch Clerk: 2 no shows, will need break coverage and for closing	9:52:02 AM	clerk has been dropped off.
	9:27:43 AM	Polworker Dispatched: Clerk dispatched		
Pet 9221/9	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	3:56:35 PM	Edge Printer Operations: FED reports an issue with EDGE machine. Machine had experienced problem and took longer than usual to startup. Please send tech.	4:11:20 PM	FED resolved problem by rebooting Edge after re-sealing audio carts. Issue resolved & voting continues
	4:09:03 PM	Technician Contacted: FT Tom dispatched to PAW location. ETA 15 min.		
Pet 9221	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	4:10:43 PM	FED Contacted: At this point, FED reports back that the EDGE machine has been working. No Tech is needed. Apologize for the confusion.		
	4:21:46 PM	Technician Contacted: FT on-site & reports that FED resolved problem by rebooting Edge after re-sealing audio carts. Issue resolved & voting continues	6:54:43 AM	clerk has been dropped off

Pet 9222/9	12:00:39 PM	Need Poll Signs	FED reports this PP does not have a Polling Place Voice Here Sign. Please deliver.	12:49:34 PM	DL delivered flag sign
	12:18:29 PM	Driver Dispatched:			
	12:48:53 PM	< Other: See Comments >	DL delivered flag sign		
Pet 9224	Init. Call Time Problem Comments				
	6:16:39 AM	Need Lights	Light in PP burned out, place is dark. PP needs light.	7:13:37 AM	DL replaced light bulb
	6:48:29 AM	FED Contacted	FED reports not enough outlets for machines, and the lights are still off at the PP		
Pet 9225/9	6:48:54 AM	FED Contacted	FED reports wheelchair accessible ramp, via the gym is not yet open, FED unsure of whereabouts of facility coordinator.		
	6:50:40 AM	< Other: See Comments >	DL dispatched		
	7:13:14 AM	< Other: See Comments >	DL replaced light bulb		
Pet 9227/9	12:14:45 PM	Other Polling Place Issues	Voter unable to locate PP entrance. Says there are no signs	12:34:45 PM	All six directional signs are pointing along the accessible path of travel to the polling place
	12:20:22 PM	Driver Dispatched:			
	12:28:15 PM	< Other: See Comments >	All six directional signs are pointing along the accessible path of travel to the polling place.		
Pet 9228/9	Init. Call Time Problem Comments				
	6:15:38 AM	Not Open / Locked	west over emergency voting	6:38:51 AM	Polling Place open
	6:17:29 AM	FED Contacted	District Lead will unlock the site. ETA 10 min.		
Pet 9229/9	6:38:35 AM	< Other: See Comments >	Polling Place open		
	Init. Call Time Problem Comments				
	7:15:55 PM	Need Lights	FED reports that light is out. Please send DL to provide temporary light ASAP for closing	7:40:35 PM	See above comment
Pet 9227/9	7:24:11 PM	District Driver Contacted	DL dispatched		
	7:39:06 PM	District Driver Contacted	DL confirms the outdoor lights are on a timer and can not be turned back on - He will set up additional outside lighting with a clamp light and ext cord		
	Init. Call Time Problem Comments				
Pet 9227/9	6:35:59 AM	Height Operations:		6:53:35 AM	FT powered off the height and powered it back up. Display shows that it is ready to read ballots. Issue Resolved Voting Continues
	6:39:18 AM	FED Contacted	Left in with inspector that she should go to precinct to make sure inspector knows how to start aux bin voting		
	6:40:09 AM	Technician Contacted	FT Tma contacted. ETA 10 min.		
Pet 9227/9	6:42:52 AM	Technician Contacted			
	6:48:29 AM	Technician Contacted	FT arrived at PCT and will troubleshoot equipment.		
	6:51:38 AM	Technician Contacted	FT powered off the height and powered it back up. Display shows that it is ready to read ballots. Issue Resolved Voting Continues		
Pet 9227/9	9:46:29 AM	Pollworker Issue	Voter complaint that PW cannot find their name in Roster and they were redirected. Voter is registered in this precinct.	10:22:30 AM	Comments
	10:19:48 AM	Pollworker Contacted	PW reported that the voter was in a big hurry and did not want to wait while pw looked for voter in Roster. PW reported voter came back and voted a regular (Standard) ballot		
	Init. Call Time Problem Comments				
Pet 9231	6:30:15 PM	Need Lights	Voter and poll workers are using flash lights because they cannot see. Lighting inadequate. She said the person attending by the voting machine is wearing a minor's hat with a light. She was upset and asked that we send someone out to check.	7:05:56 PM	DL delivered lights
	6:46:54 PM	District Driver Contacted	DL dispatched		
	7:05:39 PM	< Other: See Comments >	DL delivered lights		

7:12:31 PM. Need Light: They are trying to light up precinct with flashlights and smart phones. Very dark.		7:14:50 PM	DL delivered lights and PW wants to wear the handlamp
7:14:42 PM District Driver Contacted:			
Init. Call Time Problem Comments		Time Resolved	Resolution Comment
6:45:00 AM Inauguration: Inauguration won't turn on. FED will be there in 10 min.		7:20:09 AM	FT Allia moved taught power cord to working outlet, which resolved the issue. Voting continues.
6:46:46 AM FED Contacted: FED is on the way. ETA 10 min.			
6:51:16 AM < Other: See Comments > Spoke to inspector who has opened the aux bin.			
6:57:37 AM FED Contacted: FED needs tech for assistance. Please send tech.			
7:09:22 AM Technician Contacted: FT Allia contacted. ETA 10 min.			
7:22:02 AM Technician Contacted: FT on-site @ 7:16a			
7:25:56 AM Technician Contacted: FT Allia moved Insignia power cord to working outlet, which resolved the issue. Voting continues.			
10:53:25 AM Edge Seat: Polls Open/Closed door - Yellow Seal is Broken: Replaced yellow seal per FED's instructions and per Director. Recorded new number on seal sheet. No Action Required.		10:56:21 AM	
10:58:48 AM FED Contacted: per Director, sealed replaced.			
Init. Call Time Problem Comments		Time Resolved	Resolution Comment
5:08:22 PM. Need Light: FED reports precinct is dark and needs lighting.		5:32:51 PM	DL confirmed delivery
5:13:51 PM District Driver Contacted: DL dispatched			
Init. Call Time Problem Comments		Time Resolved	Resolution Comment
6:39:39 AM Dispatch Clerk:		7:38:25 AM	clerk has been dropped off
7:22:15 AM Pollworker Dispatched: clerk dispatched			
Init. Call Time Problem Comments		Time Resolved	Resolution Comment
6:24:03 AM Dispatch Clerk: Yakov didn't show up		7:17:08 AM	clerk has been dropped off
7:00:52 AM Pollworker Dispatched: clerk dispatched			
7:08:45 AM < Other: See Comments > Clerk reports electricity			
6:24:53 AM Other Polling Place Issues: Need 4 extension cords, place only has one socket		7:55:30 AM	FED 2 reports INSIGHT plugged in
6:34:02 AM FED Contacted: FED is on the way to deliver additional supplies. ETA 10 min.			
7:16:38 AM Driver Dispatched:			
7:43:18 AM < Other: See Comments > Spoke with FED, Insignia is plugged in			
7:53:46 AM < Other: See Comments > FED 2 reports INSIGHT plugged in			
7:02:26 AM Electricity O/E: no cords available, machines are not set up. No other plugs available. Auxiliary bin in use.		7:56:29 AM	FED 2 reports power restored, no longer using INSIGHT aux bin
7:06:38 AM FED Contacted: FED is on the way to deliver supplies and assess the issue. ETA 5 min.			
7:07:28 AM < Other: See Comments > Clerk reports			
7:09:21 AM FED Contacted: FED on-site and still assisting.			
7:55:39 AM < Other: See Comments > FED 2 reports power restored; no longer using INSIGHT aux bin			

Pct 9251/9	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	6:46:08 AM Insight Operations:	7:02:46 AM Had PC unplug Insight, break seal & re-seal mem pack. Issue resolved and Voting continues
	6:48:24 AM Technician Contacted FT Tim contacted. ETA 12 min.	
	6:56:37 AM < Other: See Comments > FT will have PC unplug Insight, break seal & re-seal mem pack.	
	7:01:47 AM Technician Contacted Had PC unplug Insight, break seal & re-seal mem pack. Issue resolved and Voting continues.	
	7:20:46 AM Dispatch Bilingual	8:20:23 AM clerk has been dropped off
	7:58:08 AM Pollworker Dispatched: Spanish bilingual clerk dispatched	
Pct 9256/9	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	6:17:08 AM Insight Operations:	6:59:45 AM Had PC unplug Insight, break seal & re-seal mem pack. Issue resolved and Voting continues
	6:21:14 AM Technician Contacted FT Alka contacted. ETA 10 min.	
	6:22:11 AM FED Contacted FED on way to help with voting in aux bin. ETA 5 min.	
	6:39:42 AM Technician Contacted FT on-site @ 8:31. Had PC unplug Insight, break seal & re-seal mem pack. Issue resolved and Voting continues	
Pct 9401/9	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	5:53:27 AM Dispatch Bilingual: Chinese speaking clerk calling.	7:04:30 AM bilingual clerk has been dropped off
	6:25:37 AM Pollworker Dispatched: Chinese bilingual clerk dispatched	
Pct 9402/9	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	10:00:59 AM Electioneering / Observers: Report of electioneering outside PR at 45th and Irving. Please ask PW/FED to assess if within 100 ft.	10:21:09 AM
	10:05:00 AM FED Contacted Fed contacted to assess the situation for electioneering. ETA: 7 mins.	
	10:12:06 AM < Other: See Comments > Please identify the type of electioneering.	
	10:18:19 AM FED Contacted Fed reported it is a man holding up a "Vote 8 Today" sign within 200 ft. Situation is under control	
Pct 9406	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	7:37:15 AM Edge Operations: report was printing but then got stuck. Says "report printing please wait" but nothing is being printed.	8:11:18 AM FT machine froze, machine was power cycled, issue resolved. Voting continues
	7:44:35 AM Technician Contacted FT lobby contacted. ETA 10 minutes	
	7:52:36 AM Technician Contacted FT on-site	
	8:09:50 AM Technician Contacted FT machine froze, machine was power cycled, issue resolved. Voting continues	
Pct 9413	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	7:05:46 AM Other Polling Place Issues: According to Clerk, PW is missing one orange cone that they need and an American flag.	8:06:47 AM DL confirms resolved
	7:09:12 AM District Driver Contacted DL dispatched	
Pct 9421/9	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	7:54:36 AM Need Table, Chairs, Booths: FED contacted the precinct needs extra chairs.	8:27:55 AM DL confirmed delivery
	7:58:53 AM District Driver Contacted DL dispatched	

Pet 94229	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	8:06:15 AM Other: Soft Supplies: INSP requests letter tabs to put in Boxer. FED can drop off when convenient	8:25:18 AM
	8:09:20 AM FED Contacted: Fed contacted to drop off the letter tabs. ETA: 6 mins.	
Pet 9426	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	8:54:39 AM FED Contacted: Fed delivered the letter tabs	
	6:34:30 AM Edge Operations: The edge machine is missing a power cord.	7:06:11 AM
Pet 9427	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	6:41:33 AM Technician Contacted:	
	6:42:14 AM FED Contacted: Fed contacted to confirm with the ps to double-check whether the power cord is under the case	
Pet 9429	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	7:07:05 AM FED Contacted: Power cord is delivered	
	6:43:51 AM Other: Polling Place Issues: INSP needs an extension cord	8:32:14 AM DL confirmed ext cord dropped off
Pet 9429	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	8:40:04 AM FED Contacted: Fed is delivering the extension cord. ETA: 3 mins	
	8:07:24 AM District Driver Contacted: DL dispatched	
Pet 9429	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	8:31:14 AM < Other: See Comments > DL reports ext cord delivered	
	6:47:36 AM Other: Polling Place Issues: Edge is missing power cord.	7:56:57 AM Insp confirmed Edge cord plugged in
Pet 9432	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	6:52:40 AM FED Contacted: FED is delivering the power cord. ETA: 3 mins.	
	7:07:32 AM FED Contacted: FED contacted to be late cuz lots of traffic. ETA: 6 mins.	
Pet 9432	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	7:22:52 AM Driver Dispatched:	
	7:10:09 AM Edge Printer Paper Low: INSP reports Printer Paper Low message. I walked through troubleshooting instructions to no avail. Dispatch tech to assist. Informed INSP about re-direction in case a voter comes to pp	7:27:19 AM
Pet 9429	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	7:15:12 AM Technician Contacted: FT Sheila is on-site now & will trouble-shoot.	
	7:26:56 AM Technician Contacted: FT resolved issue. Voting Continues!	
Pet 9429	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	11:55:49 AM Campaign Sign Within 100 Feet: Yes on B sign on outside of car in front of polling place.	
	11:58:40 AM < Other: See Comments > Please have PVA check to see if car belongs to voter and to remove sign.	12:21:50 PM Resolved by FED
Pet 94529	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	12:09:49 PM FED Contacted: FED reported that the sign is actually within more than 120ft.	
	7:01:17 AM Need Table, Chairs, Booth: Fed contacted there are lots of double voters but there is no accessible booth.	7:53:01 AM DL delivered ADA Booth
Pet 95059	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	7:08:19 AM District Driver Contacted: DL dispatched	
	6:46:24 AM Dispatch Clerk: Clerk Judy Fong could not locate PP and decided she did not want to work this election PP needs an Adult Clerk assigned by Closing for Closing Procedures	8:17:27 AM
Pet 94529	Init. Call Time Problem Comments	Time Resolved Resolution Comment
	7:23:38 AM Pollworker Dispatched: clerk dispatched	
	8:17:25 AM Pollworker Contacted: Clerk William arrived.	

Incident Reporting Information System (IRIS)

Thursday, November 7, 2013

Pct 9512	6:50:02 AM	Dispatch Clerk	FED reported that missing a clerk and Insp. Requested the 3rd clerk.	7:46:01 AM	clerk has been dropped off.	
	7:24:39 AM	Pollworker Dispatched:	clerk dispatched.			
	7:36:10 AM	Dispatch Clerk	Additional clerk needed to direct voters to pp. Please dispatch.	8:16:15 AM		
	7:40:29 AM	Pollworker Dispatched:	clerk dispatch			
	8:15:53 AM	Pollworker Contacted:	poll worker William arrived			
Pct 9512	Init Call Time Problem Comments			Time Resolved	Resolution Comment	
	9:01:27 AM	Insight Operations	FED reports that Defective Ballot message is happening for all ballots. Voting via Aux bin. Tried all troubleshooting. Please send TSCN.	11:35:55 AM	FT replaced Insight. Issue Resolved. Voting Continues.	
	9:14:36 AM	Technician Contacted:	FT Chuck is arriving. Will be troubleshooting equipment in a few min.			
	9:32:14 AM	Technician Contacted:	FT reports FED had already lined feeding ballots with different orientations. FT is waiting for next voter to verify issue.			
	9:50:33 AM	Technician Contacted:	FT reports no voters at this time to observe.			
	10:12:27 AM	Technician Contacted:	FT reports no voters at this time to observe.			
	10:26:40 AM	Pollworker Contacted:	PIW instructed to feed our ballots into machine if it is operational. PIW was reminded to make announcements per instructions.			
	10:34:53 AM	Technician Contacted:	FT reports that ballots are still being ejected. Defective Ballot Error Code 008. Lead FT team authorize insight Replacement. FT will call back with replacement info.			
	11:34:37 AM	Technician Contacted:	FT replaced Insight. Issue Reported. Voting Continues.			
	Init Call Time Problem Comments			Time Resolved	Resolution Comment	
	7:05:36 AM	Need Poll Signs		8:09:29 AM	DL confirms signage hung	
Pct 95149	7:33:24 AM	District Driver Contacted:	DL dispatched			
	6:47:23 PM	Dispatch Clerk	FED reports that PP may need help with closing. Please dispatch clerk.	7:38:26 PM	clerk has been dropped off	
	7:14:16 PM	Pollworker Dispatched:	clerk dispatched			
Pct 9707	Init Call Time Problem Comments			Time Resolved	Resolution Comment	
	8:12:23 PM	Edge Operations:	INSRP confused about Edge closing procedures, doesn't feel comfortable reviewing them over the phone, wants the FED to assist.	9:09:08 PM	FED contacted to assist the edge closing procedures. Poll is now closed	
	8:16:22 PM	FED	PIW instructed to make announcement for FED to visit PP.			
	8:35:44 PM	FED Contacted:	Informal FED of PP and asked to assist. ETA 7min.			
	9:08:07 PM	FED Contacted:	FED contacted to assist the edge closing procedures. Poll is now closed.			
Pct 9708	Init Call Time Problem Comments			Time Resolved	Resolution Comment	
	7:21:07 AM	Insight Ballot Jam	PPW is unable to pull the torn ballot on the insight. Need FED assistance. Voting continues through Aux bin.	8:01:41 AM		
	7:28:49 AM	FED Contacted:	FED unable to trouble shoot. Please send tech.			
	7:38:54 AM	Technician Contacted:	FT Mark Contacted. ETA 15 minutes			
	7:51:53 AM	Technician Contacted:	FT on-site			
	7:59:49 AM	Technician Contacted:	FT pollworker open lid to ballot box. Voting continues!			
	9:05:53 AM	Other Voting Equipment:	Inspector reports and leaving voter information book. They have VIP in the three languages.	10:19:49 AM	DL dropped off a clerk	
	9:14:30 AM	District Driver Contacted:	DL dispatched			
Pct 9708	9:15:40 AM	< Other: See Comments >				
	10:14:13 AM	District Driver Contacted:				

Pct 9714	Init, Call Time Problem Comments	Time Resolved	Resolution Comment
	5:35:28 PM Need Poll Signs: FED reports directional sign that informs voters of new PP needs to be replaced. Voters are confused! Please send sign.	5:38:44 PM	DL confirmed that she experienced the polling place directional signs and checked on the polling place change sign.
	6:42:22 PM District Driver Contacted: DL dispatched to check on change of polling place sign at old location 127 Quintera St to see if change sign is in place		
Pct 9715	Init, Call Time Problem Comments	Time Resolved	Resolution Comment
	6:24:47 AM Dispatch Inspector: PW is very up set need Insp. Immediately they have no supplies All clerks are there and ready to go.	7:02:49 AM	insp is there
	6:29:19 AM FED Contacted: Instructed FED to drop off supplies. FED informed Election Center that INSP is on the way.		
	6:49:01 AM FED Contacted: FED on the way to the PP to check if INSP has arrived ETA 10 mins		
Pct 9716/9	Init, Call Time Problem Comments	Time Resolved	Resolution Comment
	6:24:17 AM Net Open / Locked: FED reports that polling place is locked and only one clerk has arrived at PP. FED will arrive at PP in 5 mins.	6:35:26 AM	PP is open, pws are setting up.
	6:32:14 AM FED Contacted: FED reported that another clerk has arrived. Will begin set up of emergency voting.		
	6:35:08 AM FED Contacted: PP is open, pws are setting up.		
Pct 9721/9	Init, Call Time Problem Comments	Time Resolved	Resolution Comment
	7:27:43 AM Insight Operations: INSP forgot to open Insight bin lid and was using aux bin. One jammed ballot was counted but INSP placed ballot in aux bin with uncounted ballots by mistake.	7:27:57 AM	Precinct will be reviewed.
Pct 9729/9	Init, Call Time Problem Comments	Time Resolved	Resolution Comment
	6:30:22 PM Dispatch Clerk: Dispatch PW to assist with clearing.		
	6:42:32 PM Pollworker Dispatched: clerk dispatched.	7:18:11 PM	clerk has been dropped off
Pct 9731/9	Init, Call Time Problem Comments	Time Resolved	Resolution Comment
	6:47:16 AM Edge Operations: Insp cannot open lid. Insp and clerks have tried to open and cannot open Edge Machine.		
	6:57:11 AM FED Contacted: FED contacted ETA 15min.	8:08:07 AM	FT was able to open to the machine. Voting Continues!
	7:24:36 AM FED Contacted: FED was unable to open edge machine. Reports machine needs to be replaced. Edge needed to replace at the poll.		
	7:32:52 AM Technician Contacted: FT James contacted. ETA 10 min.		
	7:51:29 AM Technician Contacted: FT armed and is troubleshooting equipment.		
	7:57:54 AM Technician Contacted: FT was able to open to the machine. Voting Continues!		
Pct 9745/9	Init, Call Time Problem Comments	Time Resolved	Resolution Comment
	10:58:44 AM Other Polling Place Issues: Received voter complaint about ADA setup of PP. Call PW or FED to ask about current setup.	11:32:06 AM	DL confirmed Polling place set up was compliant
	11:05:19 AM District Driver Contacted: DL dispatched		
	6:35:00 PM Dispatch Clerk: Fed reported that this is the weakest precinct that needs additional pw help with clearing.		
	6:51:48 PM Pollworker Dispatched: clerk dispatched.	7:25:01 PM	clerk will take his motorcycle to polling place

ELECTIONS COMMISSION
City and County of San Francisco



Jill Rowe, President
Catalina Ruiz-Healy, Vice President
Richard Matthews
Gerard Gleason
Rosabella Safont
Winnie Yu
Charles Jung

John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting
Wednesday, December 18, 2013
6:00 p.m.
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

DRAFT MINUTES

1. Call to Order & Roll Call

Commissioner Jill Rowe called the meeting to order at 6:04pm. **PRESENT:** Commissioners Rosabella Safont, Jill Rowe, Winnie Yu, Gerard Gleason, Catalina Ruiz-Healy, and Charles Jung. **ALSO PRESENT:** Director of Elections John Arntz, Deputy City Attorney Joshua White, and Commission Secretary Tachina Alexander. Commissioner Richard Matthews arrived at 6:10pm.

2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.
NO PUBLIC COMMENT

3. Approval of Minutes from previous meetings.

Commissioner Ruiz-Healy moved to approve the Minutes of the November 20, 2013 Elections Commission Meeting and it was seconded by Commissioner Safont.

PUBLIC COMMENT: David Pilpel made several language suggestions that he felt needed to be clarified.

The roll call vote was **UNANIMOUS** to **APPROVE** the minutes.

4. Discussion and possible action to review the November 5, 2013 Municipal Election for substantial compliance with the Election Plan approved by the Elections Commission.

Commissioner Matthews reported that BOPEC met two weeks ago and voted unanimously that it be forwarded to the full commission with a recommendation that the full commission make a finding that the Department of Elections substantially complied with its election plan for the November 5, 2013 Municipal Election. Commissioner Matthews moved that the full commission make a finding that the Department of Elections substantially complied with its election plan for the November 5, 2013 Municipal Election. It was seconded by Commissioner Ruiz-Healy.

NO PUBLIC COMMENT

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The roll call vote was UNANIMOUS to APPROVE.

5. Director's Report.

Director Arntz certified the election last Friday.

Division Reports

A. Administrative (Budget/Personnel) – Director Arntz attended the Mayor's budget instruction meeting and 1.5% will need to be cut from the budget for the upcoming fiscal year, then 1% in additional cuts for the next fiscal year.

B. Ballot Distribution - Debriefing on RFID and going through the process with the city.

C. Campaign Services – Looking at the online payment process for filing fees. For the November election, June 10, 2014 is the deadline to file nomination forms for Supervisor.

D. Outreach – Primary work is debriefing and writing reports on activities. Outreach managers attended an elections conference last week

E. Poll Workers – Training newsletters are out; a raffle was held and chose a group that properly put all of the materials in the correct bags on election night and that information will be in the newsletter.

F. Precinct Services – Gathering information from polling sites and inputting into the database; receiving surveys back from hosts, and determining which sites will continue to be hosts for the next election.

G. Publications – Ballot shells for June are complete.

H. Technology – Migrating from one email program to another which is taking up a lot of their time. Currently they're working on an online application that would allow one to reserve an outreach event. They're also working on another application so that polling place locators can do all of their work on tablets.

I. Voter Services – A lot of debriefing and figuring out how to further automate processes so there is less manual handling of the information.

J. Warehouse – They are going through the inventory to see what items are salvageable vs. recyclable or garbage. Commissioner Yu asked how long must certain things be kept and where are they stored? Director Arntz stated that the election code determines the amount of time.

PUBLIC COMMENT

David Pilpel is interested in a budget narrative of how the department is going to deal with the lack of a November 2015 election and how that saves the city money, on the one hand, but makes it more difficult to retain staff with election procedures experience, on the other.

6. Discussion and possible action regarding proposed revisions to Municipal Elections Code section 530.

A proposed revision to Municipal Elections Code section 530 was circulated prior to the meeting and discussed at the meeting. Commissioner Rowe questioned whether the proposed requirement that an individual author be a San Francisco registered voter may be too narrow. She proposed a requirement that an individual author be a San Francisco resident rather than a San Francisco registered voter. Commissioner Rowe also questioned whether the requirement that entity authors must have a San Francisco registered voter as a "principle officer" or a member may be too narrow. She proposed deleting the latter requirement with respect to entity authors.

Commissioner Jung questioned the proposed definition of "principle officer" as ambiguous.

Commissioner Gleason stated that the State of California produces a book that we should research and utilize as a benchmark for this issue.

Commissioner Matthews agreed that "entity" is a vague term and said he joins everyone in not being comfortable with it. However he is unsure how an author's requirement to be a SF registered voter makes Commissioner Rowe uncomfortable.

Commissioner Rowe stated that she can imagine a ballot initiative that could impact San Francisco residents who are not registered voters because they don't meet eligibility requirements, but who would be tremendously impacted by the ballot initiative. She felt that voters might like to read their viewpoints, and does not think they should be precluded from paying for a ballot argument in support of or opposition to the initiative that would affect them.

Commissioner Yu inquired if the Department had address verification software.

Director Arntz stated that the Department's database is set up to recognize whether or not an address is a business or a resident. They do drive out and canvass the city to verify an address if needed be.

Commissioner Rowe agreed to work with Deputy City Attorney White to make another round of revisions to the statute, and to bring it back at a future meeting.

PUBLIC COMMENT: David Pilpel stated that he liked the language as proposed, which clarifies existing law. He also felt that the term "entity" as defined in the current proposal makes sense.

7. Discussion and possible action regarding proposed revisions to the San Francisco Municipal Elections Code regarding vote-by-mail ballot processing

Commissioner Matthews stated that BOPEC met two weeks ago and had a robust discussion with Chandra Frieze and what remains of the draft is what you have before you. (12/18/2013 Meeting of the Elections Commission SF 2nd Draft Revision Municipal Elections Code Vote-By-Mail Practices; 12/18/2013 Meeting of the Elections Commission SF from Commissioner Gleason Vote-By-Mail Practices)

Commissioner Gleason stated that he wanted to focus on five items regarding vote by mail ballot handling practices: 1) Chain of custody 2) Bar code explanation 3) Webcams 4) Department of Elections Voter Voting File 5) Access to the list of who voted.

Commissioner Matthews stated that this didn't come from BOPEC with a recommendation to adopt because some are not ready to be codified. For instance, everything pertaining to the webcam is developmental as the signal cuts out from time to time and no one has control over that.

Commissioner Rowe expressed concern over proposing statutory codification of very detailed technical procedures that are evolving, and for which the Commissioners do not have practical expertise.

PUBLIC COMMENT

Chandra Frieze (Vote-By-Mail Pipeline document) stated that she hopes that the Commission takes Commissioner Gleason's points of codification of certain of those items seriously. She further hopes the Commission will agree to continue this project.

Sasha Omerie stated her support for continued study of this issue.

Allyson Washburn stated her support for continued study of this issue.

Ryder Dawson stated his support for continued study of this issue

Beverly Eden stated her support for continued study of this issue

Lee Hudson stated his support for continued study of this issue
Donna Peguisssepe stated his support for continued study of this issue

8. Commissioners' Reports.

Commissioner Rowe stated that she sent Supervisor Chiu the Commission's letter urging proposed revisions to California Elections Code section 12223 (with respect to 1,000 registered voter per precinct issue), and has received a response from him via email that he was looking into it and that his aide will get back to her. She also reminded Supervisor Chiu that he had committed to the Commission last year to work towards repealing the measure that the Board of Supervisors had passed relating to the page limits in the voter information pamphlet and again he said that his aide would get back to her.

NO PUBLIC COMMENT

9. Public Employee Performance Evaluation for Director of Elections John Arntz.

(a) Public comment on all matters pertaining to this agenda item.

NO PUBLIC COMMENT

Commissioner Matthews motioned that the Commission go into closed session. It was seconded by Commissioner Safont. The roll call vote was UNANIMOUS to approve.

(b) CLOSED SESSION. Closed Session was held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss the performance evaluation of a public employee.

(c) Discussion and vote pursuant to Sunshine Ordinance section 67.12(a) on whether to disclose any portion of the closed session discussion regarding the public employee performance evaluation. Commissioner Matthews moved that items discussed in closed session not be disclosed to the public. Commissioner Ruiz-Healy seconded.

NO PUBLIC COMMENT.

The roll call vote was unanimous to approve NOT to disclose the discussion.

10. Public Employee Performance Evaluation for Commission Secretary Tachina Alexander.

a) Public comment on all matters pertaining to this agenda item.

NO PUBLIC COMMENT

Commissioner Matthews motioned that the Commission go into closed session. It was seconded by Commissioner Safont. The roll call vote was UNANIMOUS to approve.

(b) CLOSED SESSION. Closed Session was held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss the performance evaluation of a public employee. (c) Discussion and vote pursuant to Sunshine Ordinance section 67.12(a) on whether to disclose any portion of the closed session discussion regarding the public employee performance evaluation.

Commissioner Matthews moved that items discussed in closed session not be disclosed to the public. Commissioner Safont seconded.

NO PUBLIC COMMENT.

The roll call vote was unanimous to approve NOT to disclose the discussion.

11. Announcements

Commissioner Rowe stated that this was Commissioner Gleason's last meeting.

She thanked him for his invaluable service and expertise over the last ten years, and noted that during that time, he attended 128/130 Elections Commission meetings and worked 14/16 elections as a poll worker. Commissioner Matthews also commended and thanked Commissioner Gleason, and presented him with a 1912 Reprint of the 1st Municipal Election in SF. Commissioners Safont and Yu also commended and thanked Commissioner Gleason. President Rowe reminded all Commissioners that their harassment prevention training must be completed by December 31st.

12. Discussion and possible action regarding items for future agendas

New officer elections will be on the agenda for the January meeting.
NO PUBLIC COMMENT

13. Adjournment 8:49 pm

